

Excel Tips & Tricks Roads Scholar Workshops: 6 Technical hours



Vermont
Local Roads

Mo	Month	Sales volume
1	January	120
2	February	155
3	March	89
4	April	134
5	May	201
6	June	189
7	July	157
8	August	105
9	September	108
10	October	221
11	November	182
12	December	125

Disclaimer: The town acknowledges and accepts that its participating representatives are acting in their scope of employment while attending this workshop.

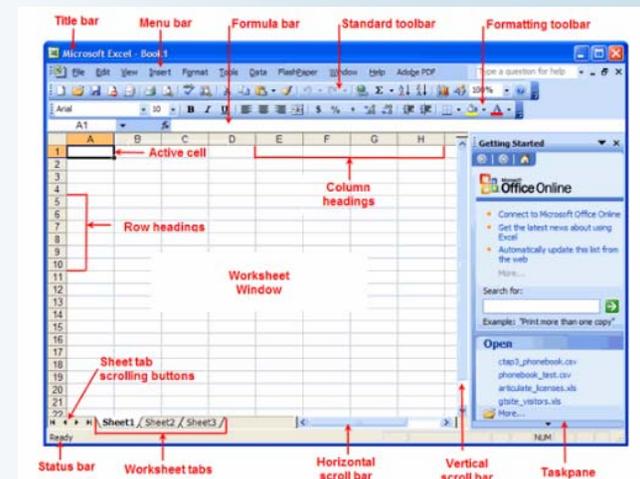
Cancellation Policy

If you need to cancel your registration, please call us since we often have waiting lists for classes. Someone may substitute for you at any time. We will notify registrants if the workshop needs to be cancelled for any reason. If you have any concerns about the weather or other circumstances that may affect the workshop please call 802-828-3537.

Photos/Videos: By registering for this workshop, you understand and agree that VLR will be taking photos and may publish them in any format or media without additional permission from you if you are in the photo.

2016 workshop series presented by the Vermont Local Roads Program.

Sponsored jointly by the Federal Highway Administration and the Agency of Transportation.



Please register me for the **"Excel Tips & Tricks!"** workshop:

Name _____

Town Address _____

Municipality/District/Agency _____

Area Code/Phone _____

Email _____

Tuesday, June 28, 2016 - VTTrans Training Center, 1716 US Route 302, Berlin, VT

Tuesday, August 9, 2016 - Mendon VTTrans Office, 61 Valley View, Mendon, VT

Vermont Local Roads Program | VTTrans Training Center | 1716 US Route 302 | Berlin, VT 05633-5002



Instructor

Vermont Panurgy - For nearly 30 years they have been offering IT and learning solutions to the leading businesses and agencies in Vermont and Northern New England.

Prerequisites

Recommended that you have experience using Excel with data and familiarity with basic concepts of data analysis such as working with tables, filtering, sorting, using formulas and performing calculations.



About

This course offers valuable tips and tricks to maximize the capabilities of Excel. You will learn shortcuts that are sure to speed up application development with Excel and take your skills to the next level.

Objectives include

This course offers valuable tips and tricks to maximize the capabilities of Excel. You will learn shortcuts that are sure to speed up application development with Excel and take your skills to the next level.

Below are just a few of the tips and tricks:

- Creating "impossible" charts
- Tweaking Pivot Tables
- Copying print settings across sheets
- Taming "automatic" toolbars
- How to create dynamic chart data
- Use Analysis Toolpak
- Sort on more than three columns
- Attach toolbars to worksheets
- Apply custom functions

Location

Tuesday - June 28, 2016
VTrans Training Center

Tuesday - August 9, 2016
Mendon VTrans Office

Class Running Time

8:00 - 8:30 am: Registration
8:30 am: Workshop Begins
11:30 - 12:30 pm: Lunch (provided by VLR)
3:30 pm: Workshop Ends

Audience

This course is designed for employees who desire to gain the necessary skills to work their way around a spreadsheet.

Maximum class size 14

REGISTER ONLINE AT:

www.localroads.vermont.gov

MAIL TO:

**Vermont Local Roads Program
VTrans Training Center
1716 US Route 302
Berlin, VT
05633-5002**

Fax:

802-828-1932

Questions please call:

802-828-3537 or 802-828-3768