Administrative Professionals Day
Pre-Conference Workshop
Thursday, April 25, 2019

Workshop: Excel Intermediate Hands-On Training

Topic 1: Managing workbooks and worksheets
A: Viewing large worksheets
B: Printing large worksheets
C: Working with multiple worksheets
D: Linking worksheets with 3-D formulas
E: Using multiple workbooks
F: Linking workbooks

Topic 2: Advanced formatting
A: Using special number formats
B: Working with themes
C: Other advanced formatting

Topic 3: Outlining and subtotals
A: Outlining and consolidating data
B: Creating subtotals

Topic 4: PivotTables
A: Working with PivotTables
B: Rearranging PivotTables
C: Formatting PivotTables
D: PivotCharts

Instructor: Chris Menard
Microsoft Office Master Instructor

Chris Menard has been featured on Microsoft’s training website. He has trained associates at Gwinnett Medical Center since 2008, the Executive MBA students at the University of Georgia since 2010, and other companies in Atlanta including Coca-Cola and Georgia-Pacific. Chris, since 2004, has been a featured speaker at conferences and events for the Georgia Society of CPAs.

Chris has a YouTube channel with over 300 technology videos. The videos cover Excel, Word, PowerPoint, Gmail, Google Calendar, Adobe Acrobat, Foxit, and other software. He hosts webinars in Microsoft Excel and PowerPoint for the University of Georgia Terry College of Business, and webinars for other training companies throughout the United States. He also writes several blog posts a week on his website.

Several years ago, Chris created an Excel training course for Coca-Cola in Atlanta that went out to over 150 countries. In 2017, he created his own online Excel training course used by the University of Georgia Executive MBA students and several of his training clients. He has since added several free training courses available to the public.