



Microsoft Excel

CONTROLLING YOUR CONTENT

Come discover how to better control the data being entered into your worksheets through Data Validation. Whether it is keeping anyone from entering an expense over a certain amount, a value after a certain date, or restricting entries to a list of choices, Data Validation can make your work easier.

We will also look at the wonders of Conditional Formatting and the ability to alter the visual representation of data based on its values. Do you ever need to know when a sale goes over a specific amount or when inventory drops below a threshold? Conditional Formatting can add colorful, dynamic visual support to your readouts and reports.

Topics:

Data Validation

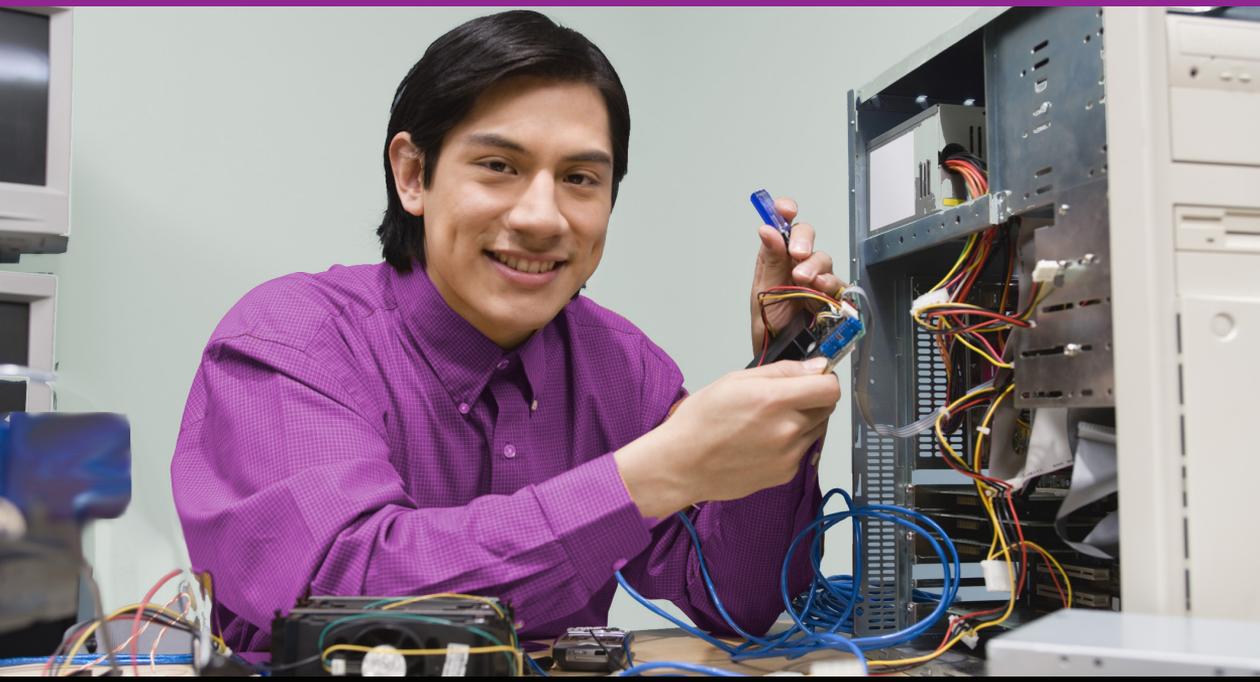
- Numeric
- List
- Input Messages/Error Alerts

Conditional Formatting

- Cell Highlights
- Data Bars
- Con Sets

RSVP (602) 266-1500
Event: June 12, 2014
Suite 400 | Noon - 1:00 PM
No Cost | Open to the public
2200 N. Central Ave | Suite 400A | Phoenix AZ 85004





Home PC Repair

THE THINGS THAT PLAGUE US

As nice as technology is in our modern world, there are still maintenance items that bring us to a screeching halt. There are times each of us are ready to take our technology (laptop, desktop, tablet) and throw it against the wall in frustration. This workshop will go over a variety of topics that are relevant for anyone who owns a personal computing device.

We will discuss the best approach when selecting a new Personal Computer. How to ensure your “valuables” are protected and secured from data loss or corruption. Protecting your system from slow performance or cyber and virus attacks. In addition, we will cover the basics when it comes to basic care for your Personal Computer. Please join us for this educational event for your own personal growth or to fulfill any professional development units you may require.

Topics:

- How to choose your next PC
- The Computer Slow Down
- Basic Care for your Home PC.
- Loss Prevention
- Protection against the random virus.
- How May I Help You?

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Project Management

EFFECTIVE PROJECT MEETINGS

One of the facts of project life in any industry is meetings. Lots of them. Taking that time and making it results-driven should be a priority of any project management professional. A successful meeting requires a planned approach before, effective facilitation during and positive action after the meeting.

In our workshop, learn the top Project Meeting Management Tips that will elevate your meetings from a perceived waste of time to productive results generators.

- Meetings vs Conversations: Using the correct medium for the message
- You are Not Prepared: Laying the foundation of a successful meeting
- Come One, Come All: Select the right people to attend your meeting
- Timing is Everything: Determining the right time for meetings to be held
- Location, Location, Location: How to ensure you're meeting in the right environment
- Lights, Camera, No Action: Focusing on making decisions and completing action items

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