

IIA Fox Valley Chapter Presents:

# IMPROVE YOUR EXCEL SKILLS!



Fox Valley/Central Wisconsin

## WEBINAR SESSIONS

### **BEGINNER**

Wednesday  
November 29, 2023  
8:30- 11:30AM  
\$75 (member)/  
\$100 (non-member)

**REGISTER**

### **ADVANCED**

Wednesday  
December 6, 2023  
8:30- 11:30AM  
\$75 (member)/  
\$100 (non-member)

**REGISTER**

**Deadline to register - November 28, 2023**

### Instructor:

#### **ANDY MILLER**

UW Oshkosh Teaching  
Assistant Professor

Andy Miller, a Teaching Assistant Professor at UW Oshkosh, has been instructing Excel courses at the university since 2007. His courses focus on practical applications, guiding students in utilizing Excel to solve business problems and conducting data analytics. In addition to these Excel courses, Andy also instructs classes in Project Management, Strategy, and Change.

Before joining UW-Oshkosh, Andy worked as an engineer and project manager. He holds an MBA from UW-Oshkosh and a BS in Engineering from MSOE. Outside of teaching, Andy indulges in his passions for fishing and traveling. He is a devoted fan of the Packers. Furthermore, Andy has led study abroad trips to Germany, Peru, Africa, Amsterdam, and Australia (three times). He actively volunteers at the Oshkosh Area Humane Society and with the local Project Management Institute Chapter.



# About the webinars:

## Beginner session topics include:

- Brief overview of excel (components, worksheets, linking)
- Drag handles
- Formatting cells
- Hiding/Unhiding, Freezing/Unfreezing
- Basic Formulas (sum average, etc)
- Financial Formulas (like PV)
- Copy and Paste and variations (i.e. Paste Special)
- Absolute and Relative References
- IF Statements
- Lookup
- Goal Seek
- Conditional Formatting

## Advanced session topics include:

- Solver
- Tables
- Pivot Tables
- Flash Fill
- Data Validation
- Charts and Graphs
- Forms and Controls