

Excel Tricks & Traps Workshop
PIUG 2006 Annual Conference, May 20, 2006
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Abstract

Microsoft Excel is a powerful program that is used by millions of people to do their work in many different application areas. Most people use only a few percent of the capabilities of the program. Some people look at Excel as a spread sheet program while others use it to construct and maintain useful databases. In fact, it is both of these and much more. In this workshop I will teach you many techniques to make you more productive working with Excel and also help you avoid some pit-falls you may encounter trying out new features. The emphasis for the talk will be on what can be done with Excel without recording macros or writing VBA code.

The course will be aimed at those who have a working knowledge of Excel but do not consider themselves to be experts. The course will make heavy use of examples involving lists, patent database records, and other types of information typically encountered by IP professionals when doing their work.

Optional Equipment

Since many people learn better by doing, you are invited to bring your laptop computer and try out some of the tricks as part of the workshop. I will designate set times for this activity. If you do not bring a computer, then I am sure you will be able to partner with someone who did bring one. Make sure your computer battery is charged up before you come. There may not be access to power at the tables.

Registration Details

Date: Saturday, May 20, 2006	Time: 1:00 PM to 4:30 PM
Location: Hyatt Regency Minneapolis	Room: TBD
Cost: PIUG member rate until May 1	\$200.00
Cost: PIUG non-member rate or late registrant	\$250.00
Payment Mechanism: Check made out to PIUG	

Registrant Information (Used to acknowledge registration.)

Name: _____
Company/Organization Name: _____
Address: _____
City: _____ State/Province: _____
Zip/Postal Code: _____ Country: _____
Telephone: _____ Fax: _____
E-Mail: _____

Commitment

I would like to attend the *Excel Tricks & Traps Workshop*

_____ PIUG member through May 1, 2006 (\$200.00)

_____ Non-PIUG member / late registrant (\$250.00)

*Note: A person withdrawing from the workshop by May 8, 2006 will get a 90% refund.
There will be no refund after May 8, 2006.*

Please send this completed registration form along with a check made out payable to PIUG to:

Ruth Umfleet
Celanese
P.O. Box 428
Bishop, TX 78343-0428

For inquiries about the content of the workshop, contact Dan Phelps at djp.info.cs@frontiernet.net

For inquires about registration or payment, contact Ruth Umfleet at RAUmfleet@Celanese.com

