

**I Didn't Know Excel Could Do That!**  
**PIUG 2007 Annual Conference, May 5, 2007**  
**Dr. Daniel J. Phelps, DJP Information Consulting Services, LLC**

**Abstract**

Microsoft Excel is a ubiquitous office tool that people use in all types of applications. There are so many capabilities built into Excel that it is impossible for anyone to know them all. Even people with a strong working knowledge of Excel in their particular application area will readily admit that there is probably something else built into Excel they could benefit from if they knew it existed. The problem, of course, is that most people do not have time to explore Excel deeply enough to find out what is there. They pick up what they can as they are doing their work.

In my workshop, I will share with you many of the capabilities I have found useful in applying Excel to the field of information management. I will concentrate on databases, pivot tables, and charts because they can be used in a wide variety of fields. My goal is to make you *aware* of at least 10 new capabilities that you can immediately use to become more productive in your work. I will also provide you with documentation to help you *master* the capabilities and apply them in your workplace.

The workshop is divided into 4 sections. The primary the topics covered in each section are summarized below.

**Workshop Sections**

1. Excel Environment: Menus, toolbars, tool buttons, status bar summary functions, keyboard shortcuts
2. Databases: Structure, data input, sorting, filtering, data extraction, calculated fields, output reporting
3. Pivot Tables: Structure, memory usage, configuration for specific analysis, reconfiguration for other analysis, calculated fields, formatting, advanced reporting features
4. Charts: Structure, Chart Wizard, standard charts, user defined charts, changing formats, changing chart types, font scaling, titles linked to cells for input, updating chart data, pivot charts

**Logistics**

Date: Saturday, May 5, 2007

Location: Hilton Orange County

Early Bird Cost: \$200.00

Time: 1:30 PM to 5:00 PM

Room: TBD

Regular Registration Cost: \$250.00

**Biography:** Daniel J. Phelps, Ph.D.

Dr. Phelps formed DJP Information Consulting Services, LLC, after retiring from Kodak in 2006. Dr. Phelps worked for 31.5 years at Kodak in a variety of positions. For the last 12 years he targeted his efforts to working with Intellectual Property. During this time he specialized in finding, organizing, analyzing, and visualizing and related information. He also got deeply involved in building custom tools to work with IP information and teaching people at Kodak how to use them effectively to solve their IP needs. In his consultancy, he specializes in IP searching and analysis. He also uses his extensive knowledge of Excel to build custom tools for clients and conducts workshops on using the capabilities of Excel more effectively. Dr. Phelps holds a M.S. and Ph.D. in solid state physics from the University of Illinois.