



# TEG DEVELOP TALENT. HONE SKILLS. 2019

## INSTRUCTOR-LED WORKSHOP

### Microsoft Excel: A Hands-on Workshop

**FRIDAY, OCTOBER 25 | 9 A.M.–3:45 P.M.**  
**BSG&M TRAINING ROOM, LUBBOCK**

**Register by October 11.**  
[Click here to register online.](#)

**Instructor:** Melissa P. Esquibel, MCT  
Microsoft Certified Trainer

Regardless of how long you have been using Excel, there are some things that your training (or self-teaching) may have left out. This workshop goes beyond the basics to teach you the tools, tips, shortcuts that could save you hours and deliver better results. In a small workshop setting you will receive step by step instruction and get expert input on specific tasks relating to your role.

Note: Attendees will need to bring their own laptop with Microsoft Excel installed.

Register online at [texas-ec.org](http://texas-ec.org).



**Texas Electric Cooperatives**

A Touchstone Energy® Cooperative 



# TEC 2019

## INSTRUCTOR-LED WORKSHOP

### MICROSOFT EXCEL: A HANDS-ON WORKSHOP

BSG&M Training Room | 8215 Nashville Avenue | Lubbock, TX 79423

#### COURSE INFORMATION

The workshop will first cover the most popular topics from Excel: The Missing Manual, including:

- Snappy navigation shortcuts
- Straightening out messy worksheets
- Working with data on multiple worksheets
- List set up to uncover dozens of powerful tools
- How formulas really work (and what to do when they don't)
- Keyboard shortcuts galore
- Working with templates
- Working with charts and graphs

This will be followed by a more in-depth look at formulas, including:

- Essential functions every Excel user needs
- Getting the right lookup function for the right dataset
- Conditional formulas beyond If statements
- Formulas and functions that work best with lists

#### INTENDED AUDIENCE

This workshop is suitable for all regular users of Excel, across all co-op departments, with an intermediate level of expertise. The instructor will adapt the content to ensure it meets the needs of all participants. However, this workshop is not suited to those with very limited exposure to the program.

#### CONTINUING EDUCATION UNITS AND CONTINUING PROFESSIONAL EDUCATION HOURS

This course may be eligible for up to 7 CEUs or CPEs, depending on the governing body. Upon request, TEC will provide a certificate of completion to participants who complete the entire workshop that may be used to apply for CEUs/CPEs. TEC is registered with the State Board of Public Accountancy as a CPE sponsor. Registration with the board does not constitute an endorsement by the board as to the quality of the CPE program.

There are no prerequisites.

#### SCHEDULE

9 a.m.-3:45 p.m. (lunch included)

**Questions:** Brooke Robertson, (512) 486-6212 or [brobertson@texas-ec.org](mailto:brobertson@texas-ec.org)

#### REGISTRATION FEES

**Member:** \$395 per person

**Member group rate 4 or more employees:** \$345 per person

**Nonmember:** \$475 per person

#### CANCELLATIONS

Cancellations received two weeks prior (register by date) to the start of the workshop are fully refundable. Any cancellations received after this date will be issued a refund minus \$175 cancellation fee. Substitutions are accepted. No shows and registrants failing to cancel prior to the first day of the workshop are responsible for paying the full registration fee.

#### SUGGESTED HOTELS

##### Courtyard by Marriott Lubbock

4011 S Loop 289, Lubbock 79423 | (806) 795-1633  
\$120-130

##### Fairfield Inn & Suites

4007 S Loop 289, Lubbock 79423 | (806) 795-1288  
\$110-120

##### Hampton Inn

4003 S Loop 289, Lubbock 79423 | (806) 795-1080  
\$120-130

##### Embassy Suites by Hilton Lubbock

5215 S Loop 289, Lubbock 79424 | (806) 771-7000  
\$130-150

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#### REGISTRATION FORM

[Click here to register online.](#)

**Please print clearly.**

One registration form per attendee. Duplicate as necessary.

Name	Badge Name	
Title		
Cooperative		
Address		
City	State	ZIP
Phone	Email	

**Registration Fees** (all include lunch)

- Member Registration** \$395 per person
- Group Rate: 4 or More Employees** \$345 per person
- Nonmember Registration** \$475 per person

Signature \_\_\_\_\_

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