



International Association of
Administrative Professionals®
Citrus Valley Chapter

Citrus Valley Chapter Meeting

Tuesday, August 6, 2013

6:00 p.m.

Speaker: Tim Owens, CEO, 30 Second Training

“Excel Formulas Demystified – Time Saving Tips and Tricks!”

www.facebook.com/CitrusValleyChapterIAAP

Marie Callender’s Restaurant
1560 North Albatross
City of Industry, CA 91748



Agenda

- 6:00 p.m. Check in/networking
- 6:30 p.m. Dinner served
- 6:55 p.m. Call to order
- 7:00 p.m. Speaker intro
- 8:00 p.m. Business meeting
- 8:30 p.m. Adjourn

Cost

\$23 IAAP Members
\$25 Non-Members

Please RSVP by:

Insert date to:

Michelle Sanchez

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Prepayments via PayPal
available at Chapter website,
www.iaap-citrusvalley.org

Authorized for One
Recertification Point

Excel is one of the many powerful and comprehensive programs available in the Microsoft suite of products. It is more than a fancy calculator that can perform such simple tasks such as: summing, averaging, counting, finding minimum, means and maximums of a range of data.

In this presentation you will learn:

- The difference between functions and formulas.
- What must be included in every formula?
- How to save time by copying versus reentering similar or duplicate formulas?
- The one formula you won't believe you have lived without for all these years... Hint can you concatenate?

The session should prove to be a perfect blend for both the beginner and the power user. Come learn with us and share your knowledge with the group.

Tim is a Microsoft Certified Trainer and has been a certified Corporate Trainer since 1996. He is an alumnus of the prestigious Annenberg School of Communication at the University of Southern California. His philosophy is to teach you how to do and/or find any technique in the applications he teaches in *30 seconds or less*. He teaches in all 50 states and around the world. For more information about Tim Owens and the services he can provide visit his website at www.30secondtraining.com.

Please select from one meal choice. Meals include entrée, soft beverage

Hot Entrée 1 Hot Entrée 2 Soup and Salad Bar

Confirmed RSVP's not cancelled prior to the 12:00 p.m. on August 5th, will be invoiced and payable to the Citrus Valley Chapter.

