

# Advanced Microsoft Excel Summary FTE Detail Report

Regularly Scheduled Hands-on Excel®  
Classes (Both Windows & Mac)

220 Page Booklet & CD

College Graduate credit available

Approved by the Accountancy Board of  
Ohio for CPA's

Contact Bob at  
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or

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BobExcel LLC

All written lesson materials and instruction  
examples • Robert Howard © 1986 - 2017.

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## What about Bob?

Excel® enthusiast and instructor Bob Howard, consultant, BobExcel, LLC, invites you to join him for an informative 2-day training session that will empower you and increase your productivity. Bob Howard has been using personal computers for over 32 years. He started using the first version of Microsoft® Excel® 1.0 in 1986!

Have you ever thought, "There must be a better way to do this?" From the two-day class you will learn many skills, functions, shortcuts, for managing accounts and data management.

He provides professional development for Microsoft® Excel® throughout the state through his consultant company called BobExcel, LLC. In the previous years, Bob has created Excel® solutions for the State of Ohio Department of Education, Washington D.C. Federal Department of Education, as well as several school districts and businesses around the State. For the last 20 years, school Treasurers, CPA's, fiscal service personnel, OAEP, OASBO, OEDSA, EMIS coordinators, payroll and data personnel from several counties in Ohio have attended his Excel and data management workshops.

Bob was a math and computer science teacher for 27 years in the Columbus Public Schools. Bob has a BS and an MA degree from The Ohio State University in Mathematics Education.

He has served as a featured speaker, done presentations in several states and internationally, demonstrating some of spreadsheet skills and solutions achieved by his students while teaching in Columbus.

In Bob's private business, he has served as a consultant and created office solutions (Lotus 123, Excel) for several projects. Some of these include Spreadsheet solution designs and training for Dugan & Myers Construction (One Columbus Building - downtown Columbus), Ameritech, and E-Z-GO Textron, Golf Car Division.

Advanced Excel Session • Thank you to Tammy Hrosch for a Question on the State of Ohio FTE Detail Report

## Summary of FTE Detail Report

*BobExcel LLC*

The goal is that you want the information shown below often. The data changes frequently. With the solution we will cover, you can generate this within one minute from your data.

	A	B	C	D	E
1	FTE FUND PTRN CODE	FTE INCL CODE	Summed ORIG FTE	Summed ADJSTD FTE	Difference
2	ATSM	FULL	10.131869	10.104396	0.027473
3	COMM	FULL	87.351468	85.820154	1.531314
4	CTID	FULL	0.86	0.86	0
5	CTVC	FULL	5.85	5.85	0
6	CTVC	NONE	8.41	8.41	0
7	NFRG	NONE	131.34513	131.34513	0
8	OJVD	FULL	5.011284	5.011284	0
9	OPDD	FULL	26.146967	26.146966	1E-06
10	OPID	FULL	0.999183	0.999183	0
11	PSNR	FULL	3.526667	3.526667	0
12	PSRD	FULL	114.319998	114.319998	0
13	RGJV	FULL	7620.074199	7617.867379	2.20682
14	STEM	FULL	17.47191	17.47191	0
15					

## Background Review Info Needed

Open file called BasicsReview. You should be on the *Example1 worksheet*.

**Concatentation** - combining the contents of different cells together into one cell.  
Use the symbol called an ampersand ( & ) which is the uppercase 7

=A2&" "&B2

	A	B	C	D
1	First	Last	concatentation	
2	Bill	Smith	Bill Smith	
3	Lucy	Jones	Lucy Jones	
4	Alfred	Miller	Alfred Miller	
5				

Go to the *Example2 worksheet*.

Note formula in cell E2.

=C2\*D2

	A	B	C	D	E
1	ID	Name	number lunches	Cost Each	Total Cost
2	1	Bill Smith	7	\$2.00	\$14.00
3	2	Foghorn Leghorn	3	\$2.00	\$6.00
4	3	Mary Jones	6	\$2.00	\$12.00
5	4	Lucy Miller	4	\$2.00	\$8.00
6	5	Rachel Weston	9	\$2.00	\$18.00
7					\$0.00
8					\$0.00
9					\$0.00
10					\$0.00
11					\$0.00
12					
13					
14					

When there is nothing to multiply with, note you get zero's showing. You do not want that.

Go to the *Example3 worksheet*.

Note formula in cell E2.

=IF(A2="", "", C2\*D2)

Recall the IF function. Condition, True, False

Recall that "" (quote quote) means blank or empty.

E2      fx      =IF(A2="", "", C2*D2)					
	A	B	C	D	E
1	ID	Name	number lunches	Cost Each	Total Cost
2	1	Bill Smith	7	\$2.00	\$14.00
3	2	Foghorn Leghorn	3	\$2.00	\$6.00
4	3	Mary Jones	6	\$2.00	\$12.00
5	4	Lucy Miller	4	\$2.00	\$8.00
6	5	Rachel Weston	9	\$2.00	\$18.00
7					
8					
9					
10					

## Review of functions: LEFT, RIGHT, TRIM, FIND, LEN

LEN function returns the number of characters in a cell.

All materials both written and sample files ©Robert B Howard



You should be on *Example5 worksheet*.

=FIND(",",A2)

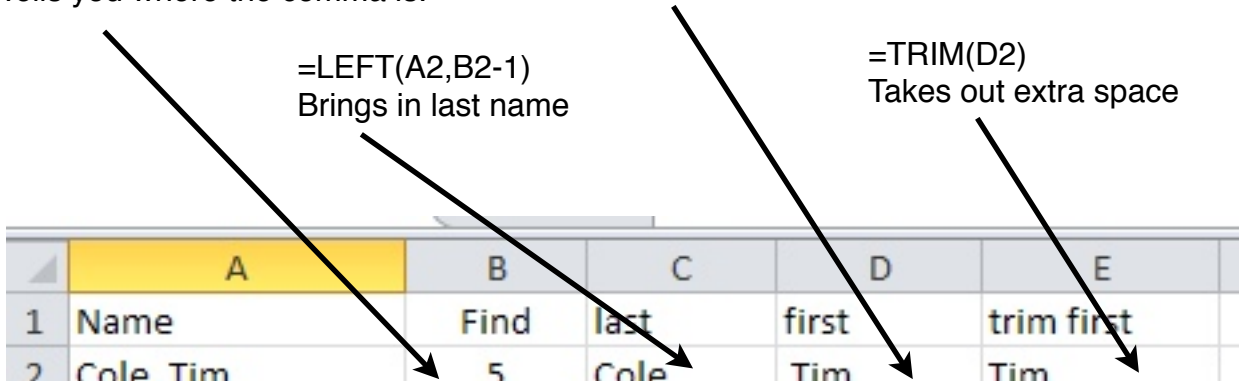
Tells you where the comma is.

=RIGHT(A2,LEN(A2)-B2)

Brings in first name.

=LEFT(A2,B2-1)  
Brings in last name

=TRIM(D2)  
Takes out extra space



	A	B	C	D	E
1	Name	Find	last	first	trim first
2	Cole, Tim	5	Cole	Tim	Tim
3	Leghorn, Foghorn	8	Leghorn	Foghorn	Foghorn
4	Smith, Joe	6	Smith	Joe	Joe
5	Miller, Mary	7	Miller	Mary	Mary
6					
7					

Now go to the *Example6 worksheet*.

Note below. You have a multi-record file. You want to know the total money turned in for all 1st graders and they are at Abe Elementary.

	A	B	C	D	E	F	G	H
1	ID	Name	number lunches	Cost Each	Total Cost	Bldg	grade level	
2	1	Bill Smith	7	\$2.00	\$14.00	Abe Elem	2	
3	2	Foghorn Leghorn	3	\$2.00	\$6.00	Ben Elem	1	
4	3	Mary Jones	6	\$2.00	\$12.00	Ben Elem	3	
5	4	Lucy Miller	4	\$2.00	\$8.00	Abe Elem	2	
6	5	Rachel Weston	9	\$2.00	\$18.00	Abe Elem	1	
7	6	Mike Watson	3	\$2.00	\$6.00	Ben Elem	2	
8	7	Larry Montane	7	\$2.00	\$14.00	Ben Elem	1	
9	8	Judy Williams	9	\$2.00	\$18.00	Ben Elem	2	
10	9	Ralph Jackson	8	\$2.00	\$16.00	Ben Elem	3	
11	10	Bev Cook	6	\$2.00	\$12.00	Abe Elem	2	
12	11	Wilma Flintstone	6	\$2.00	\$12.00	Abe Elem	1	
13	12	Jack Weber	4	\$2.00	\$8.00	Ben Elem	2	
14	13	Luke Skywalker	1	\$2.00	\$2.00	Ben Elem	1	
15	14	Pat Lambert	2	\$2.00	\$4.00	Abe Elem	3	
16	15	Ed Patton	7	\$2.00	\$14.00	Ben Elem	4	
17								

You should be on *Example6 worksheet*. Note the formula in cell J3

**SUMIFS** - In a multi-record file, the function sumifs lets you get totals based on multiple criteria.

We want to know the total money (column E) for all 1st graders (column G) and they must also be from Abe Elem (column F).

J3										fx	=SUMIFS(E2:E16,F2:F16,J2,G2:G16,I3)
	A	B	C	D	E	F	G	H	I	J	
1	ID	Name	number lunches	Cost Each	Total Cost	Bldg	grade level			SUMIFS	
2	1	Bill Smith	7	\$2.00	\$14.00	Abe Elem	2			Abe Elem	
3	2	Foghorn Leghorn	3	\$2.00	\$6.00	Ben Elem	1		1	\$30.00	
4	3	Mary Jones	6	\$2.00	\$12.00	Ben Elem	3				
5	4	Lucy Miller	4	\$2.00	\$8.00	Abe Elem	2				
6	5	Rachel Weston	9	\$2.00	\$18.00	Abe Elem	1				
7	6	Mike Watson	3	\$2.00	\$6.00	Ben Elem	2				
8	7	Larry Montane	7	\$2.00	\$14.00	Ben Elem	1				
9	8	Judy Williams	9	\$2.00	\$18.00	Ben Elem	2				
10	9	Ralph Jackson	8	\$2.00	\$16.00	Ben Elem	3				
11	10	Bev Cook	6	\$2.00	\$12.00	Abe Elem	2				
12	11	Wilma Flintstone	6	\$2.00	\$12.00	Abe Elem	1				
13	12	Jack Weber	4	\$2.00	\$8.00	Ben Elem	2				
14	13	Luke Skywalker	1	\$2.00	\$2.00	Ben Elem	1				
15	14	Pat Lambert	2	\$2.00	\$4.00	Abe Elem	3				
16	15	Ed Patton	7	\$2.00	\$14.00	Ben Elem	4				
17											

J3

Criteria 1  
 Criteria 2  
 =SUMIFS(E2:E16,F2:F16,J2,G2:G16,I3)  
 Where to add    Where to look    What to look for    Where to look    What to look for

An AMAZING function. This function came out in Windows Office version 2007 and Mac Office version 2008

Now go to the *Example7 worksheet*.

Note below. You have a multi-record file. You want to know the total money turned in for all 1st through 5th graders and at both Abe Elem and Ben Elem.

Criteria 1
Criteria 2

---

=SUMIFS(\$E\$2:\$E\$16,\$F\$2:\$F\$16,J\$2,\$G\$2:\$G\$16,I\$3)

---

Where to add

---

Where to look

---

What to look for

---

Where to look

---

What to look for

J3      fx      =SUMIFS(\$E\$2:\$E\$16,\$F\$2:\$F\$16,J\$2,\$G\$2:\$G\$16,I\$3)											
	A	B	C	D	E	F	G	H	I	J	K
1	ID	Name	number lunches	Cost Each	Total Cost	Bldg	grade level		SUMIFS		
2	1	Bill Smith	7	\$2.00	\$14.00	Abe Elem	2			Abe Elem	Ben Elem
3	2	Foghorn Leghorn	3	\$2.00	\$6.00	Ben Elem	1	1		\$30.00	\$22.00
4	3	Mary Jones	6	\$2.00	\$12.00	Ben Elem	3	2		\$34.00	\$32.00
5	4	Lucy Miller	4	\$2.00	\$8.00	Abe Elem	2	3		\$4.00	\$28.00
6	5	Rachel Weston	9	\$2.00	\$18.00	Abe Elem	1	4		\$0.00	\$14.00
7	6	Mike Watson	3	\$2.00	\$6.00	Ben Elem	2	5		\$0.00	\$0.00
8	7	Larry Montane	7	\$2.00	\$14.00	Ben Elem	1				
9	8	Judy Williams	9	\$2.00	\$18.00	Ben Elem	2				
10	9	Ralph Jackson	8	\$2.00	\$16.00	Ben Elem	3				
11	10	Bev Cook	6	\$2.00	\$12.00	Abe Elem	2				
12	11	Wilma Flintstone	6	\$2.00	\$12.00	Abe Elem	1				
13	12	Jack Weber	4	\$2.00	\$8.00	Ben Elem	2				
14	13	Luke Skywalker	1	\$2.00	\$2.00	Ben Elem	1				
15	14	Pat Lambert	2	\$2.00	\$4.00	Abe Elem	3				
16	15	Ed Patton	7	\$2.00	\$14.00	Ben Elem	4				
17											

Open file called Sample FTE Detail ReportEXC\_v5TPL. You should be on the *PasteIN FTE Detail Report worksheet*.

**ALL OTHER TIMES OPEN THE FILE CALLED FTE Detail Reportv6Template**

Save the FTE Detail Reportv6Template with another name. ( I would leave out the word template.)

For this session it will be called FTE Detail May 8.

Open the file that is your FTE Detail Report.

Your data must have the same columns in the same order as the example. Of course a different number of rows is fine.

We are using a file that goes to row 9568. So our data is from A2 to AK9568

So we will select the range A2 to AK9568 and copy it.

Go back to the workbook called FTE Detail May 8.

On the PasteIN FTE Detail Report worksheet, click on cell A2. Paste.

	A	B	C	D	E
1	RPT DEST IRN	Bldg IRN	SEVERITY CO	SSID	Emis ID
2	999999	40022	I	YK4058691	
3	999999	142917	I	SI2027958	
4	999999	142917	I	VI7754532	
5	999999	142917	I		
6	999999	142917	I		
7	999999	142917	I		
8	999999	142917	I		
9	999999	142917	I		
10	999999	142917	I		
11	999999	142917	I		
12	999999	142917	I		
13	999999	142917	I		
14	999999	142917	I		
15	999999	142917	I		
16	999999	142917	I		
17	999999	142917	I		
18	999999	142917	I		
19	999999	142917	I		
20	999999	142917	I		
9562	999999	61185	F	UM0107588	
9563	999999	61185	F	XI1863500	
9564	999999	61185	F	YA0946925	
9565	999999	61185	F	SH8203313	
9566	999999	61185	F	XS3391248	
9567	999999	68346	F	KI2331098	
9568	999999	70027	F	MP0551711	
9569					

We now want to split the screen horizontally.

Review

Click on a cell in the A column about 2/3 of the way down.

Windows ALT-WS

Mac use the split screen short-cut




We want to select columns M and AC

Recall Windows hold down the Control Key and Mac hold down the Option Key.

L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
1	RESULT CODE	FTE	UND	PTN	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
2	FTE Detail	OPD	7/1/2016	12/31/2500	1	1	999999	100 -	-	-	-	12 **	*	N	N	FULL	40022	
3	FTE Detail	COMM	7/1/2016	12/31/2500	1	1	999999	100 -	11 **	*	N	N	*	N	N	FULL	142917	
4	FTE Detail	COMM	7/1/2016	12/31/2500	1	1	999999	100 -	-	12 **	*	N	*	N	N	FULL	142917	
5	FTE Detail	COMM	7/1/2016	12/31/2500	1	1	999999	75 PS	25 -	-	-	12	14	4 Y	N	FULL	142917	
6	FTE Detail	COMM	7/1/2016	12/31/2500	1	1	999999	100 -	-	-	-	11 **	*	Y	N	FULL	142917	
7	FTE Detail	COMM	7/1/2016	12/31/2500	1	1	999999	100 -	-	-	-	11 **	*	N	N	FULL	142917	
8	FTE Detail	COMM	7/1/2016	12/31/2500	1	1	999999	100 -	-	-	-	9 **	*	N	N	FULL	142917	
9	FTE Detail	COMM	7/1/2016	12/31/2500	1	1	999999	100 -	-	-	-	11 **	*	N	N	FULL	142917	
10	FTE Detail	COMM	7/1/2016	12/31/2500	1	1	999999	100 -	-	-	-	8 **	*	N	N	FULL	142917	
11	FTE Detail	COMM	7/1/2016	12/31/2500	1	1	999999	100 -	-	-	-	7 **	*	Y	N	FULL	142917	

As shown above, after you have selected the two columns M and AC, copy it.

Go to the *Step 2 Worksheet*, click on the cell A1, now paste.

	A	B	C	D
1	FTE FUND PTRRN C	FTE INCL COD	 (Ctrl) ▾	Concat ALL
2	OPDD	FULL		OPDD FULL
3	COMM	FULL		COMM FULL
4	COMM	FULL		COMM FULL
5	COMM	FULL		COMM FULL
6	COMM	FULL		COMM FULL
7	COMM	FULL		COMM FULL
8	COMM	FULL		COMM FULL

While column A and B are selected as shown above, we want to SORT our data.

**Sort**

☒ My data has headers

Column	Sort On	Order
Sort by FTE FUND PTTRN CODE	Values	A to Z
Then by FTE INCL CODE	Values	A to Z

OK Cancel

Split screen horizontally.

Click on a cell below the split. Recall our data goes down to row 9568.

Click in the Cell Locator above the global selector and enter A9568.

Press enter.

Get External Data		
	A9568	<i>fx</i>
	A	E
1	FTE FUND PTTRN C	FTE INC
2	ATSM	FULL

We are now going to select the range from D2 to D9568.

Recall the Shift-Click method.

	D	E
1	Concat ALL	concat ALL paste values
2	ATSM FULL	ATSM FULL
3	ATSM FULL	ATSM FULL
4	ATSM FULL	ATSM FULL
5	ATSM FULL	ATSM FULL
6	ATSM FULL	ATSM FULL
7	ATSM FULL	ATSM FULL
8	ATSM FULL	ATSM FULL
9	ATSM FULL	ATSM FULL
10	ATSM FULL	ATSM FULL
11	ATSM FULL	ATSM FULL
12	ATSM FULL	ATSM FULL
13	COMM FULL	COMM FULL
14	COMM FULL	COMM FULL
15	COMM FULL	COMM FULL
16	COMM FULL	COMM FULL
17	COMM FULL	COMM FULL
9563	STEM FULL	STEM FULL
9564	STEM FULL	STEM FULL
9565	STEM FULL	STEM FULL
9566	STEM FULL	STEM FULL
9567	STEM FULL	STEM FULL
9568	STEM FULL	STEM FULL
9569		

D	
Concat ALL	conco
ATSM FULL	
ATSM FULL	
ATSM FULL	
ATSM FULL	
ATSM FULL	
ATSM FULL	
ATSM FULL	
ATSM FULL	
ATSM FULL	
ATSM FULL	
COMM FULL	
COMM FULL	
COMM FULL	
COMM FULL	
COMM FULL	
STEM FULL	
STEM FULL	
STEM FULL	
STEM FULL	
STEM FULL	
STEM FULL	

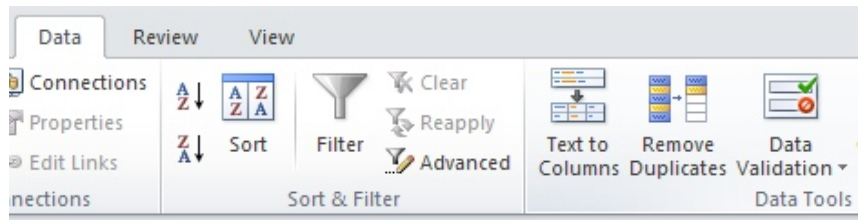
With the range D2 to D9568 selected, copy it.

Click on the cell E2 and Paste Values 123.

( Recall this removes the formulas and leaves only the data.)

With the range E2 to E9568 selected, we are going to remove duplicates.

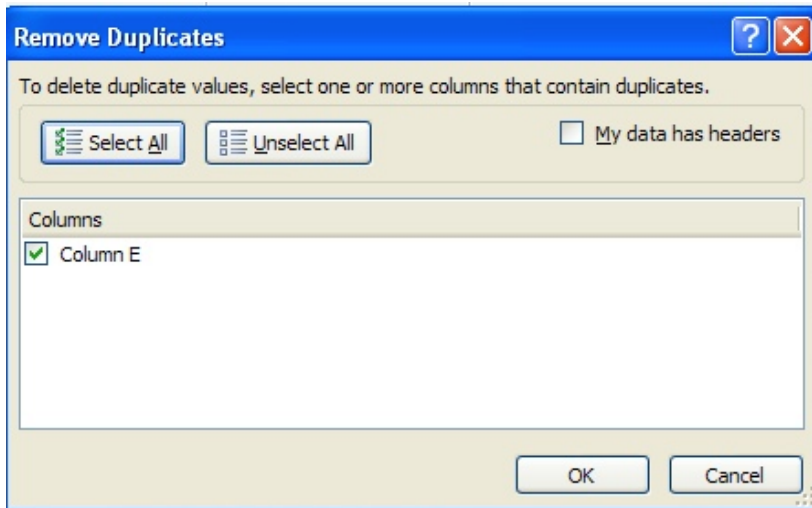
Recall that is on the Data Ribbon in the Data Tools Group.



Click on Remove Duplicates.

As shown, click on Continue with the current selection.

Click on Remove Duplicates.

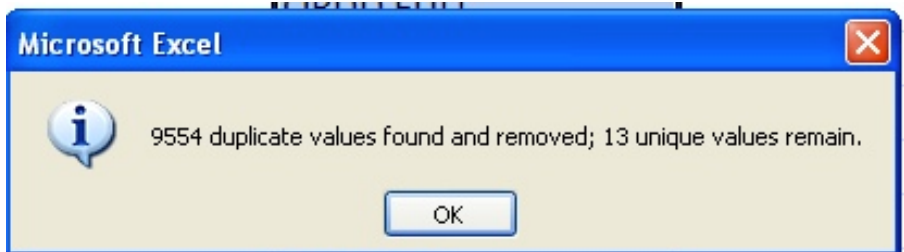


This screen comes up.

Click on OK.

This screen comes up.

Click on OK.



Now go to the *correct final worksheet*. You are done!

	A	B	C	D	E
1	FTE FUND PTTRN CODE	FTE INCL CODE	Summed ORIG FTE	Summed ADJSTD FTE	Difference
2	ATSM	FULL	10.131869	10.104396	0.027473
3	COMM	FULL	87.351468	85.820154	1.531314
4	CTID	FULL	0.86	0.86	0
5	CTVC	FULL	5.85	5.85	0
6	CTVC	NONE	8.41	8.41	0
7	NFRG	NONE	131.34513	131.34513	0
8	OJVD	FULL	5.011284	5.011284	0
9	OPDD	FULL	26.146967	26.146966	1E-06
10	OPID	FULL	0.999183	0.999183	0
11	PSNR	FULL	3.526667	3.526667	0
12	PSRD	FULL	114.319998	114.319998	0
13	RGJV	FULL	7620.074199	7617.867379	2.20682
14	STEM	FULL	17.47191	17.47191	0
15					



	A	B	C	D	E
1	FTE FUND PTTRN CODE	FTE INCL CODE	Summed ORIG FTE	Summed ADJSTD FTE	Difference
2	ATSM	FULL	10.131869	10.104396	0.027473
3	COMM	FULL	87.351468	85.820154	1.531314

Where to add  
=IF(A2="", "", SUMIFS('PasteIN FTE Detail Report'!\$P\$2:\$P\$9570,

'PasteIN FTE Detail Report'!\$M\$2:\$M\$9570,\$A2, 'PasteIN FTE Detail Report'!\$AC\$2:\$AC\$9570,\$B2))  
Where to look      Where to look  
What to look for      What to look for

BobExcel LLC

## 2 Day Session Microsoft Excel: EMIS and Data Management Focus

**99.8% of the 728 EMIS staff and data managers who have taken this class around the state said “ALL EMIS PERSONNEL AND DATA MANAGERS SHOULD TAKE THIS CLASS. I highly recommend it!”**

This two day Microsoft Excel is primarily for EMIS personnel. For the content, Bob had input from several EMIS personnel from around the state of Ohio. This group said these 2 days cover the most important skill building needs of today's EMIS staff.

“You never need to re-type data, you can always change it to the format you want.”

This includes entering data, entering basic formulas such as SUM, AVERAGE functions and working knowledge of sorting data. Both Relative and Absolute Fill-Down will be covered. Attendees will receive a 220 page booklet and CD with spreadsheet examples.

Linking and filtering will be covered. Learning other functions such as VLOOKUP, MATCH, COUNT, COUNTA, SUMIF, COUNTIF will empower the user for managing data.

From the data collector files, participants will attain experience on how to bring in data from other tables into the Student Demographics Table. This will include reading scores, most current grade level from a multi-record file, race codes from a multi-record file. Class will cover how to find counts on grades, as well how to count many other things. The session will include when comparing two lists, finding students who are missing in the second list.

With 220 pages over 2 days this class covers much more, all recommended for EMIS folks!

Class	Date	Location
EMIS Excel 07-2013 Win	June 19-20, 2017	META-Columbus
EMIS Excel 07-2013 Win	Nov. 6-7, 2017	META-Columbus

Cost is \$215.00 for the 2-day class which includes a 220 page booklet and CD.

To Register • Email Bob Howard at [bobexcel@me.com](mailto:bobexcel@me.com)

Checks or PO's must be made out to BobExcel, LLC

Sessions can be on-site at your location as well. Email Bob for information.  
College Graduate or Undergraduate Semester credit optional.

NOTE: There are several other regular 2 day Excel sessions you see listed on the next page.

The regular 2 day Excel covers the same Excel skills as the EMIS & Data session.

Check website [www.bobexcel.com](http://www.bobexcel.com)  
for additional class locations.

**Questions?**  
**Email Bob at**  
**bobexcel@me.com**

**2017 Bob Howard, Professional Development Consultant**

# the EXCEL Workshops

*Please check* ✓

ALL SESSIONS LISTED INCLUDE A BOOKLET AND CD.

## Cost:

2 day \$215 per person  
 1 day \$110 per person

With any 2-day class, you  
 have the option to purchase  
 1 semester University  
 graduate credit.

## All Participants receive

- **Class booklet**
- **CD with examples**

**A one semester  
 graduate credit** is  
 an option for any of  
 the two day Excel  
 classes.

Please use a separate  
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 page may be copied  
 for additional forms.

**Make check or PO to**  
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 Bob Howard  
 5733 Renner Road  
 Columbus, OH 43228

W-9 form available  
 upon request.

## Location is at META in Marion, OH

☐ Nov. 2-3      Wed-Thur      Microsoft Excel 07-2013 Win

## Location is at META in Columbus, OH

☐ June 8-9      Thur-Fri      Microsoft Excel 07-2013 Win  
☐ June 19-20      Mon-Tues      Microsoft Excel EMIS 07-2013  
☐ June 26-27      Mon-Tues      Advanced Excel 07-2013 Win  
☐ Oct. 16-17      Mon-Tues      Microsoft Excel 07-2013 Win  
☐ Nov. 6-7      Mon-Tues      Microsoft Excel EMIS 07-2013  
☐ Nov. 9-10      Thur-Fri      Microsoft Excel 07-2013 Win  
☐ Dec. 4-5      Mon-Tues      Advanced Excel 07-2013 Win

## Location is at META - Dayton

☐ June 6-7      Tues-Wed      Microsoft Excel 07-2013 Win  
☐ Oct. 2-3      Mon-Tues      Microsoft Excel 07-2013 Win

## Location is at META - Piketon

☐ May 23-24      Tues-Wed      Microsoft Excel 07-2013 Win  
☐ Sept. 19-20      Tues-Wed      Microsoft Excel 07-2013 Win

## Location is at META - Athens

☐ May 16-17      Tues-Wed      Microsoft Excel 07-2013 Win  
☐ Oct 12-13      Thur-Fri      Microsoft Excel 07-2013 Win

## Other Class times & locations

**check out Bob's website**

**[www.bobexcel.com](http://www.bobexcel.com)**

**Microsoft Excel Two Day** 

Each of the two days are from 8:30 am to 3:30 pm

**Questions?**  
**Email Bob at**  
**bobexcel@me.com**

**2 0 1 7**

**To Mail Registration,**  
**return both pages 2 and 3.**

**See Page 2**

### *A few Quotes from participants over the 30 years*

“I wish I would have taken this class years ago. It would have saved me so much time!”

“Even though I have used Excel for a long time, I started learning new material by 10 am on the first day.”

“I have used Excel for 15 years. At the end of each month I would spend about 5 hours getting my monthly report ready. After this class, I take about 30 minutes at the end of each month. I just did not know those functions existed.”

“Best Excel class I have ever taken!”

“I would highly recommend Bob’s classes to anyone looking to improve their skillsets in Excel, regardless of what level they are currently at. The handbook that he includes with the class represent a lifetime of Excel experience, all with easy to find step-by-step procedures that you can take back and use daily. As budgets become tighter in education and business, we need to look at how we automate our administrative practices. Excel has the power to automate many office practices and save hundreds of labor hours per year. Bob’s classes give you the training needed to design solutions in Excel to facilitate this level of automation so that you can realize this savings.”

Please use a separate page for each registrant. This page may be copied for additional forms.

**Make check or PO to**  
**BobExcel, LLC**  
**Mail this page**  
**and payment to**

BobExcel, LLC  
 Bob Howard  
 5733 Renner Road  
 Columbus, OH 43228

W-9 form available  
 upon request.

### **230 page booklet and CD with all of the example files for each participant**

Print Legibly

Name \_\_\_\_\_

Sch District/  
 Business \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

email \_\_\_\_\_

Phone # \_\_\_\_\_

Print Legibly



## On-Site Professional Development

You may find it more cost efficient to have me give the same quality classes on-site at your location. This can be the same instruction or can be customized to your business or district's needs.

### Cost for on-site PD classes.

One day \$575.00

Two day \$1000.00 (consecutive days)

Plus \$15 per participant for materials

Plus mileage, plus hotel & meals if needed

Example:

Two Day Excel class with 10 participants

$\$1000 + \$150 (10 * \$15) = \$1150.00$

plus mileage and hotel/meals if needed.

Before you register for a specific class listed on the previous pages, it is suggested that you email Bob first, to make sure there are openings available in the session that you want. Space is limited.

Contact Bob at

[bobexcel@me.com](mailto:bobexcel@me.com)

or

[bhoward@metasolutions.net](mailto:bhoward@metasolutions.net)

**ATTENTION CPA'S** • Both Regular 2 day Microsoft Excel class and the 2 day Advanced Microsoft Excel class Bob has written have been Approved and Registered with the Accountancy Board of Ohio for CPA's. Bob is an approved CPE sponsor/instructor with the Accountancy Board of Ohio. CPA's can take the class and receive credit hours that they are required to take to retain their license

### Class Locations - Maps and directions will be emailed upon registration.

META-Marion  
100 Executive Dr.  
Marion, OH 43302

META - Columbus (near Easton)  
2100 Citygate Drive  
Columbus, OH 43219

META-Dayton  
225 Linwood St.  
Dayton, OH 45405

META-Piketon  
175 Beaver Creek Rd.  
Piketon, OH 45661

META-Athens  
221 Columbus Rd.  
Athens, OH 45701

Check website  
[www.bobexcel.com](http://www.bobexcel.com)  
for additional class  
locations.

**TRECA, MEC, MDEC, SCOCA,  
and SEOVEC have merged to  
become META-Solutions**