



Smile, you're on the air!
*And about to get some valuable insights about
Managing Lists in Excel 2007*

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“Lunch & Learn” Webinar Series

Today’s session: “Managing Lists in Excel 2007”

Visit us every Thursday **12:00 noon to 12:45 pm** Pacific Time
Register at www.people-onthego.com

Next Week: “Styles and Formatting in Word 2007”

Presented by:
Pierre Khawand
Founder
People-OnTheGo

“Productivity Nano-Conference—Microsoft Office 2007”

--Takes place in “nano” time. Provides you with a “quantum” leap!

Online One-day conference: July 31, 2007

8:00 to 8:40 am

Managing Your E-mail Inbox

9:00 to 9:40 am

Managing lists in Excel

10:00 to 10:40 am

From Excel to Access

11:00 to 11:40 am

Advanced Excel PivotTables

12:00 to 12:40 pm

Vista in Action

1:00 to 1:40 pm

Using Styles and Formatting in Word

2:00 to 2:40 pm

Advanced Access Techniques

3:00 to 3:40 pm

Collaborating with Sharepoint



Register at www.people-onthego.com



- Sound Check
- Screen Check
- Needing assistance?

1.888.259.3826



“Managing Lists in Excel 2007”



- Formatting
- Validation
- Named Ranges
- Sorting
- Auto-Filter
- Advanced Filters
- PivotTables Overview

Scenario

I am the training coordinator, taking registrations from the Web, phone, and fax.



- Formatting
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“Accomplishing more with less”

--in less time, less effort, and less stress!

One-day workshop: 7/24 Palo Alto, 8/14 San Francisco

Teleclass: 8/18, 8/15, and 8/22 (3 x 90-minute sessions)

The why?



Because today's information overload and competing priorities require more than hard work and more than being smart.

The who?



For managers and executives who are responsible for important projects and initiatives and who want to get outstanding results accomplished.

The where?



San Francisco,
Palo Alto,
Or teleclass

Register at www.people-onthego.com

Lunch & Learn www.people-onthego.com/lunchandlearn-ontheair.html

The topics covered are critical for succeeding in today's information age

Session 1: Business Journal and Desk

Session 2: E-mail

Session 3: Filing Structure

Session 4: Priorities

Session 5: Surprise!

Session 6: Stress

Session 7: Interruptions

Session 8: Web 2.0 and more

Session 9: Workflow and Action Plan

Special offers to encourage colleagues and teams to join together

- Early registration special offer
- 2-for-1 special offer

Check out the details at: www.people-onthego.com

More resources available to you

- The less-is-more blog
 - <http://less-is-more.typepad.com>
- The 81-day-experiment blog
 - <http://81dayexperiment.typepad.com>
- subscribe@people-onthego.com

Managing Your E-mail Inbox



Using Office Applications

Creating compelling documents, collaborating



Productivity in the Workplace

Using handheld devices

BlackBerry, Treo, Windows Mobile



Getting organized

E-mail, electronic documents, papers



Managing priorities

to-do lists, information overload, time

Collaborating

Sharing information, publishing...





Onsite training



Online live workshops



Web self-paced



You're on the air!

Your feedback is greatly appreciated



The screenshot shows a web browser window with the title "GoToWebinar : Preview of Survey - Microsoft Internet Explorer". The page content includes the following elements:

- Header:** "Lunch & Learn" on the left and the "PEOPLE OnTheGo" logo on the right.
- Section:** "Survey Form" in a dark grey bar.
- Text:** "We would appreciate your feedback about our Webinar. Please complete the survey below."
- Image:** A small photo of a man in a suit holding a brown paper bag.
- Form Questions:**
 - "What are the 3 most important things you are going to take away with you from today's session?" followed by a large text input field.
 - "What areas do you think can be improved in this session?" followed by another large text input field.
 - "Would you recommend this session to your colleagues?" with radio button options for "Yes", "No", and "Maybe".
 - "Please rank the benefits you got from today's session (where 5 is the best)" with radio button options for "1", "2", "3", "4", and "5".
- Taskbar:** Shows several open applications including "Re...", "15 f", "121", "7 H", "iTu...", "Lu...", "G...", "Ca...", "Edi...", and "2 V..."

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Join us next week for the following session:

“Styles and Formatting in Word 2007”

www.people-onthego.com/lunchandlearn-ontheair.html