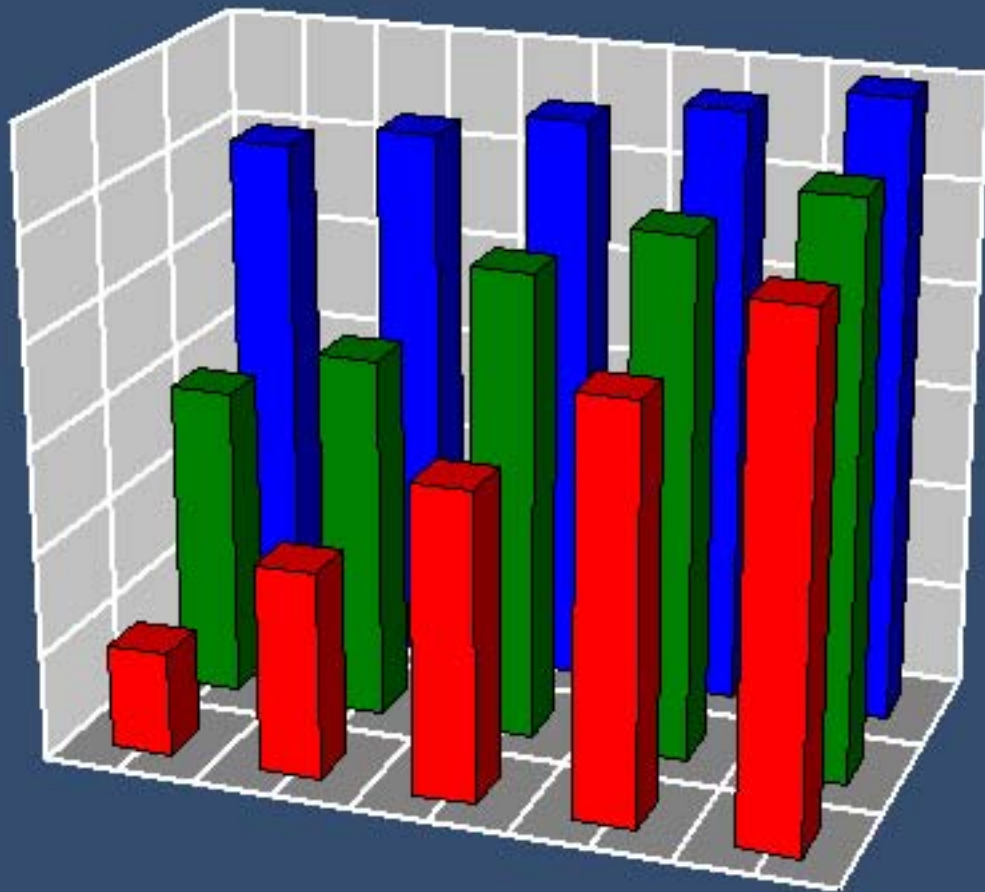




EXCEL CORE CURRICULUM



Excel Core Curriculum

VR Data Systems offers our Excel Core Curriculum to any individual seeking education and training in Microsoft Excel 2002.* Courses in this curriculum are designed to satisfy the needs of two audiences: novices that have little or no knowledge of Excel; and, experts who would like to use Excel to work with corporate databases or other data sources, create powerful presentations in Microsoft PowerPoint or augment the built-in capabilities of Excel programmatically by using Visual Basic for Applications (VBA).

*NOTE: Although all courses in this curriculum are geared toward Excel 2002, VRDS will customize these classes based on older or newer versions of Excel at your request.

Courses

Code	Course Title	Length
ECC-700	Introduction to Excel	2 Days
ECC-705	Intermediate Topics in Excel	2 Days
ECC-710	Advanced Topics in Excel	1 Day
ECC-715	Creating Power Charts in Excel	1 Day
ECC-720	Custom Development in Excel using VBA	1 Day

Customized Courses

VR Data Systems will customize any course(s) to suit the unique business requirements of our clients. From the modification of standard curriculum to new course development, we will provide the education and training your organization needs to be more productive in today's competitive environment. Ask a VR Data Systems representative for more information.

In addition, VRDS will work within your busy schedule to accommodate your time frames and deadlines. For example, we can split up any multiple-day course into individual one-day sessions that can be held on any weekday and/or weekend, or even conduct half-day sessions during morning, afternoon or evening hours.

About VR Data Systems, Inc.

VR Data Systems, Inc. (VRDS) is a training and consulting firm that specializes in Quality, Statistics, and Data Analysis. For more than 15 years, we have offered comprehensive, hands-on curricula for professionals at any experience level in numerous industries, including Pharmaceutical, Clinical, Manufacturing, Financial, and Software & Hardware Development. Our courses are taught by seasoned instructors who possess long-term expertise in their respective fields – from Sales and Marketing to Finance and R&D.

Excel Core Curriculum

ECC-700 Introduction to Excel

Length: 2 days

Tuition: \$350 per student

Course Goal

Upon completion of this course, the student will understand important concepts of Excel and be able to apply this knowledge immediately at his or her workplace. In fact, class participants will provide their organizations with an exceptional return on investment from what VRDS believes to be the most powerful and information-packed Introduction to Excel course offered anywhere.

Course Description

This course teaches Excel fundamentals, including the program's interface and its use for entering, manipulating and formatting data. In addition, the student will learn how to represent data visually through different types of charts and graphs. Finally, this course will teach the student how to use built-in macros as well as how to write custom macros to fulfill unique business analysis requirements.

Broad Topics

- Using Excel
- Understanding workbooks
- Data entry and editing
- Exporting and importing data using external sources
- Manual and automatic formatting
- Printing basics
- Presenting data using charts and graphs
- Introduction to Excel functions
- Customizing Excel

Target Audience

Any individual new to Excel who would like to acquire basic knowledge of this powerful business tool. This course is perfect for MBA students, sales and marketing professionals, managers and anyone else who needs to learn how to use Excel quickly and cost-effectively.

Prerequisites

None.

Contact VRDS

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(888) 291-6501

Visit
<http://www.vrds.com>

Excel Core Curriculum

ECC-705 Intermediate Topics in Excel

Length: 2 days

Tuition: \$350 per student

Course Goal

Upon completion of this course, the student will understand advanced Excel techniques that will allow him or her to accomplish more data collection and analysis tasks more efficiently.

Course Description

This course picks up where ECC-700 (Introduction to Excel) leaves off. Students will take their basic knowledge of Excel to the next level by learning powerful data manipulation techniques, working on team projects using collaboration techniques, learning to display data more effectively using higher-level charting functionality, and finally, learning how to work with web pages. In addition, the student will be taught how to customize functionality in the Excel interface with macros.

Broad Topics

- Sorting and filtering data
- Grouping and consolidating data
- Sharing workbooks
- Offline collaboration and change tracking
- Online/real-time collaboration
- Advanced charting functionality
- Advanced functions
- Introduction to macros
- Importing data from a web page
- Outputting data and graphics to a web page

Target Audience

This course is a must for any individual who is looking to explore more advanced functionality in Excel. Although certain topics may be technical, this class is taught in such a way that every student will benefit from the experience.

Prerequisites

ECC-700 (Introduction to Excel) or equivalent knowledge is a must.

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Excel Core Curriculum

ECC-710 Advanced Topics in Excel

Length: 1 day

Tuition: \$200 per student

Course Goal

Upon completion of this course, the student will understand how to use the power of data manipulation and management in Excel.

Course Description

This course provides the student with knowledge of the advanced functionality and tools built into Excel. Students who complete this course will be able to work with data in external sources on any scale from Access to corporate databases.

Broad Topics

- Working with external databases
- Working with XML
- Advanced data management
- Data tables
- Pivot tables and charts
- Data forms
- Data validation
- Embedding external objects

Target Audience

This course is for any individual who would like to learn more advanced data manipulation techniques as well as how to use Excel with external data sources. Although certain topics may be slightly technical, this class is taught in such a way that every student will benefit from the experience.

Prerequisites

ECC-700 (Introduction to Excel) or equivalent knowledge is a must and ECC-705 (Intermediate Topics in Excel) or equivalent knowledge is a recommended. Familiarity with databases and XML is recommended as well.

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Excel Core Curriculum

ECC-715 Creating Power Charts in Excel

Length: 1 day

Tuition: \$200 per student

Course Goal

Upon completion of this course, the student will understand the most common types of charts and how to use Excel to create and present them. VRDS believes that this is the most powerful and informative course on creating and using charts with Excel offered anywhere. And, based on its ability to positively impact each student's organization, the class provides an outstanding return on investment.

Course Description

In this course, the student will be shown basic types of charts, as well as their uses and misuses. The student will then learn how to use Excel to create, edit and get the most out of charts, including the utilization of interactivity and animation. Finally, the student will be taught how to embed Excel charts into Microsoft PowerPoint presentations.

Broad Topics

- Purpose of charts
- How to use and misuse charts
- Understanding chart types in Excel
- Chart series
- Inserting charts
- Customizing charts
- Interactive charts
- Animations
- Charting tips and tricks
- Using Excel in conjunction with Microsoft PowerPoint

Target Audience

This course is a must for any individual who needs to represent data for reports and presentations, and would like to learn what to do or not to do with charts using Microsoft Excel.

Prerequisites

ECC-700 (Introduction to Excel) or equivalent knowledge is a must.

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Excel Core Curriculum

ECC-720 Custom Development in Excel using VBA

Length: 1 day

Tuition: \$250 per student

Course Goal

Upon completion of this course, the student will understand how to programmatically extend Excel 2002 using Visual Basic for Applications (VBA).

Course Description

This course teaches how to programmatically extend Excel beyond the graphical user interface using VBA. The course starts with simple VBA concepts, familiarizing students with Excel macros, and quickly progresses to more advanced topics, including manipulating Excel GUI elements such as worksheets, data, charts and more, as well as events and debugging techniques.

Broad Topics

- The VBA environment
- Understanding macros
- Customizing macros
- Error handling
- Debugging techniques
- Working with workbooks and worksheets
- Working with data
- Working with charts
- Custom forms
- Working with events
- Group project

Target Audience

This course is for any individual who is looking to go beyond the limitations of the Excel GUI and explore the full capabilities of the program. This course is primarily for developers and other technical individuals who are familiar with the Visual Basic language and object-oriented programming concepts.

Prerequisites

Development experience and knowledge of the Visual Basic language or the Visual Basic scripting language is a must. However, this course can be extended by request to two days to teach the VBA language to individuals with development experience.

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