ONSITE TRAINING WITH A DISTINCTIVE ADVANTAGE

EXCELHELP.com

ExcelHelp's training programs are proven to be the most effective, because they are delivered by quality instructors with advanced skills and experience.

BENEFITS OF ON-SITE TRAINING

- Guaranteed relevant lessons and feedback
- No unanswered questions
- Real-time reinforcement
- Greater retention rate
- Deepest learning in shortest amount of time
- Course follow-up support

With ExcelHelp training, your employees will not only improve their computer skills, they'll also gain more confidence and experience working together as a team.

Organizations that provide on-site training programs often see lower absenteeism and a boost in company loyalty, because employees can tell you're investing in their future.

BEST IN CLASS TRAINERS

All of our trainers have at least seven years of experience teaching in the field. No matter what level your training, or how big your staff, you will always be paired with a skilled practitioner who can work through your team's specific issues and questions as they arise.

FREQUENTLY ASKED QUESTIONS

HOW DO I SCHEDULE A NEW TRAINING SESSION?

Use the online form at the end of this brochure, or call us at 1-800-682-0882. We would ideally like two to three weeks of advance notice to properly set up your training program, but will also work to accommodate rush service.

WHAT DO WE NEED TO PROVIDE AND SET UP FOR OUR TRAINER?

Each employee will need a computer with the proper software to work from throughout the training session, and your trainer will need a projection system to show his computer screen to the class.

HOW MUCH DO TRAINING PROGRAMS COST?

On-site training is more affordable than you might think. In fact, it could cost less than sending individual employees to off-site training centers. Our pricing is determined by course length, training depth, and class size. When you schedule a free consultation with one of our training specialists, he or she will work with you to develop a program that addresses your needs, while minding your budget. Ask about our discounts for multiple classes.

HOW MANY EMPLOYEES CAN PARTICIPATE IN EACH TRAINING SESSION?

To ensure everyone gets the most out of their training, we cap our classes at 15 individuals. If you need to provide training to more than 15 people, we can schedule a multi-day training program.

HOW LONG DO TRAINING SERIES TAKE?

Each class is self-contained in a single day, and entails about six hours of instruction. We recommend booking several days of instruction to get the most out of your training. Multiple classes help reinforce the course material, and can be catered to a team with mixed skill levels.

WHAT KIND OF FOLLOW-UP SUPPORT DO YOU OFFER?

Once your staff has mastered their basic software skills, we'll help set up your systems to do more of the work for you. We can help address your specific business intelligence requirements, from creating custom pivot tables and dashboards to VBA programming.

Follow-up support sessions can be scheduled in hourly blocks, starting with a minimum of two hours.

SOME OF OUR CLIENTS INCLUDE:

"The instructor kept the class on task and on time, with a great knowledge base. She was very patient with me, because it took me awhile at times to keep up. Thank you!"

– Sundyne, Arvada, CO

"The instructor made a 'boring' topic much more interesting than I thought it could be, with his sense of humor. Much better than a one-day class I had taken from [another provider] where there was no interaction by working on the computer. Actually doing the tasks helped to retain the information."

– BFG Supply, Harrisonburg, VA

SAMPLE COURSE OFFERINGS

EXCEL 2010

FOUNDATION

Create, edit, format, and print basic worksheets

Perform calculations

Manage a workbook

INTERMEDIATE

Write advanced formulas

Organize table data

Create and modify charts

Analyze data using PivotTables, Slicers, and PivotCharts

Insert and modify graphic objects

ADVANCED

Enhance efficiency by streamlining workflow

Collaborate on workbooks

Audit worksheets

Import and export data

Structure workbooks with XML and integrate data with the web

WORD 2010

FOUNDATION

Create, edit, modify, and proof standard business documents

Insert special characters and graphical objects

Organize data into tables

INTERMEDIATE

Customize formatting, tables, charts, and graphic elements

Manage lists

Use the mail merge function

Use macros to automate common tasks

Insert content using Quick Parts

ADVANCED

Use Word with other programs

Collaborate on documents and manage versions

Add reference marks and notes

Secure documents

Create forms

POWERPOINT 2010

FOUNDATION

Create and edit a presentation

Format text

Add and modify graphical objects, charts, and tables

ADVANCED

Customize the PowerPoint environment

Customize a design template and slide show

Add SmartArt graphics and special effects

Import and export data

Collaborate, secure, and distribute presentations

All standard courses are single full-day sessions. To learn about more software course descriptions, please contact an ExcelHelp representative at 1.800.682.0882

GET STARTED LEARNING TODAY

For more information on how
to get started, please email us:

training@excelhelp.com

Or call us at:

1-800-682-0882

ExcelHelp.com
228 Park Avenue South, #28801
New York, NY 10003-1502

www.excelhelp.com

EXCELHELP.com