

## Excel Tools and Functions for Forestry Professionals

### Short Course Purpose & Objectives:

This course teaches intermediate level Excel-based applications to help forestry and wildlife professionals use Excel more effectively for solving problems in the workplace. Upon completion of this course, you should be able to:

- Efficiently sort and filter data
- Use advanced formula functions such as SUMIF, IF, and VLOOKUP
- Reorganize and summarize data using graphs, Pivot Tables and Pivot Charts
- Set up, record, and run macros using Visual Basic
- Import and export data to and from Access

### Target Audience

Forest resource professionals who have a working knowledge of Microsoft Excel and want to become more powerful users. **Important: This is not a course for beginners.** Participants must have some familiarity with Excel to benefit from this course.

### Instructors:

- **Dr. Brooks Mendell** is Principal of Forisk Consulting
- **Dr. Tim Sydor** is Forest Economist at Forisk Consulting

### Day 1 Agenda:

8:00 am	Registration
8:30 am	Introductions and the Big Picture: Keeping Excel in Perspective
9:00 am	Excel Review: Data, Formulas, and Absolute References
10:00 am	Break
10:15 am	Data: Filtering, Sorting, and Importing
11:00 am	Advanced Formulas: SUMIF, IF, and VLOOKUP
12:00 pm	Review & Tips for Setting up Spreadsheets
12:15 pm	Lunch
1:00 pm	Pivot Tables & Pivot Chart reports: Creating and Modifying
2:30 pm	Break
2:45 pm	Excel Shortcut Challenge for Foresters
3:00 pm	Pivot Tables & Pivot Chart reports: Printing
3:30 pm	Charts, Drawings & Tables: Creating and Formatting
4:45 pm	Review & Tips for Organizing Workbooks
5:00 pm	Adjourn

### Day 2 Agenda:

8:00 am	Review and Unanswered Questions from Day 1
8:30 am	Macros: Running, Recording, and Visual Basic
10:00 am	Break
10:15 am	Excel with Other Applications: Access, PowerPoint & Word
12:00 pm	Adjourn