

CLASSES ON EXCEL  
2018 - 2019

**Bob Howard, Professional Development Consultant**

## *the* EXCEL *Workshops*

ALL SESSIONS LISTED INCLUDE A BOOKLET AND CD.



*Classes  
All classes are hands-  
on sessions.*

Are you currently using Microsoft Excel for your treasury, accounting, payroll, or data management work? Perhaps you need a refresher course to brush up your skills? Or maybe you have been wanting to make the switch to Excel? Whatever your need, practical training can make a huge difference in the way you do business every day.

The Microsoft Excel program contains powerful tools to help you analyze, manage and share critical business data. Excel provides the tools. We provide the training. You succeed. It's that simple.

Excel enthusiast and instructor Bob Howard has been using Excel for 33 years and will teach you how to get the most from your software. Bob invites you to join him for an informative training session guaranteed to empower you and increase your productivity. His hands-on teaching method and relaxed environment makes learning easy regardless of your skill level.

Ashland University graduate credit is available for each 2 day Excel class. What a great way to keep your certificates up-to-date! Find out what Excel training has to offer you! Workshop descriptions and registration information can be found in this training guide.

**Ever thought, "There must be a better way to do this?" Now there is.  
Over 3000 people have taken Bob's 2-day Excel class over the years!**

### **What About Bob?**

Bob Howard's love for computers and technology dates back 30 + years to when he first started using personal computers. He began using Microsoft Excel in 1986 and has been hooked ever since. Bob has been sharing his ever-increasing knowledge since then by teaching computer classes with word processing, database, and spreadsheet applications. Bob was a teacher 27 years with Columbus Public Schools. Bob has a MA and BS in mathematics education from The Ohio State University. Bob worked at META for 12 years. For the last 7 years, Bob does work through his own consultant company, BobExcel, LLC. Bob conducts Excel training for OASBO and OAEP.

Bob has created numerous Excel solutions for the Department of Education and is well known for his outstanding training sessions offered to all treasurers in Ohio. Evaluation of these trainings has been 100% positive. In his private business, Bob has created office solutions (Lotus 123, Excel) for such companies as Dugan & Myers Construction, Ameritech, and E-Z-Go Textron.

Bob's 2 day Excel classes are approved by the Accountancy Board of the State of Ohio for CPA's. Bob is also an approved instructor by the Accountancy Board of the State of Ohio for CPA's. So CPA participants can receive CPE credits. Let Bob teach you how to get the most from your software today! For more information about the instructor you may visit the web site [www.BobExcel.com](http://www.BobExcel.com) or email me at [BobExcel@me.com](mailto:BobExcel@me.com) or [bhoward@metasolutions.net](mailto:bhoward@metasolutions.net).

2018 - 2019

Questions?  
Email Bob at  
bobexcel@me.com

Please check ✓ 

**Location is at META in Marion, OH**

- Nov. 8-9      Thur-Fri      Microsoft Excel 07-2016 Win
- May 23-24    Thur-Fri      Microsoft Excel 07-2016 Win

**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**

**Location is at META in Columbus, OH**

- Oct 15-16    Mon-Tues    Microsoft Excel 07-2016 Win
- Oct 29-30    Mon-Tues    Microsoft Excel EMIS 07-2016
- Nov 12-13    Mon-Tues    Microsoft Excel 07-2016 Win
- Dec 3-4      Mon-Tues    Advanced Excel 07-2016 Win
- Feb 21-22    Thur-Fri     Microsoft Excel 07-2016 Win
- May 13-14    Mon-Tues    Microsoft Excel 07-2016 Win
- May 20-21    Mon-Tues    Microsoft Excel EMIS 07-2016
- June 6-7     Thur-Fri     Advanced Excel 07-2016 Win
- June 13-14   Thur-Fri     Microsoft Excel 07-2016 Win

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

**Location is at META - Dayton**

- Oct. 4-5      Thur-Fri      Microsoft Excel 07-2016 Win
- March 21-22   Thur-Fri      Microsoft Excel 07-2016 Win

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

**Location is at META - Piketon**

- Sept. 20-21   Thur-Fri      Microsoft Excel 07-2016 Win
- March 12-13   Tues-Wed     Microsoft Excel 07-2016 Win

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

BobExcel, LLC  
Bob Howard  
2753 Brittany Oaks Blvd.  
Hilliard, OH 43026

W-9 form available upon request.



**NOTE:  
NEW ADDRESS**

**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 8 - 2 0 1 9**

**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.

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

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

BobExcel, LLC  
Bob Howard  
2753 Brittany Oaks Blvd.  
Hilliard, OH 43026

W-9 form available upon request.

**NOTE:**  
**NEW ADDRESS**

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**