

MICROSOFT EXCEL FOR ENGINEERS WEBINAR



We will start by reviewing the basics of MS Excel to fill possible gaps in your knowledge. We will then build through simple uses to complex examples, using typical engineering problems.

We will also introduce you to the advanced feature of programming macros in Visual Basic.

This is an intensive working course.

Facilitator:



Rick Raubenheimer

WHO SHOULD ATTEND

Scientists, Engineers, Engineering Technologists and Technicians who have a basic knowledge of Microsoft Excel (possibly self-taught), and want to learn how to apply Excel to their discipline.

Accredited by ECSA: 2 CPD Points



Book and pay
before **26 Apr. 2021**
to get R500 off

MAY
13-14, 2021

✉ info@cpdafrica.co.za

☎ +27 21 100 3448

08:30AM - 16:30PM CAT

MICROSOFT EXCEL FOR ENGINEERS WEBINAR OUTLINE

SESSION 1

- Introduction: Prerequisites, Duration, Conventions, Notes
- Review of Basics: Screen Layout, Moving Around, Selecting Cells, Copying and Moving, Formatting Cells, Entering and Editing Data
- Overview of the Menus (Excel 2003 and earlier) or the Ribbon (Excel 2007 and 2010).
- Useful Shortcuts
- Handy Toolbar Buttons (only Excel 2003 and earlier).

SESSION 2

- Simple Formulas and Formatting
- Other Useful Features: Tools > Options, Range Naming (Pipe Flow example), Freeze Panes
- Printing: Print Area, Preview and Print
- Good Worksheet Design
- Some Advanced Functions: Financial, Date / Time, Mathematical and Trigonometric, Statistical, Lookup & Reference, Database, Text Functions, Logical, Information
- Excel Add-Ins

SESSION 3

- Creating and Working with a Database: Using a List as a Database, Data Forms, Filtering and Sorting Data
- Groups and Outlines: Creating an Outline Automatically or Manually, Removing an Outline
- Pivot Tables
- Scenario Manager
- Goal Seek
- Solver: Using Solver, Solver Special Reports, Linear and Non-linear Problems, Examples

SESSION 4

- Graphs
- Introduction to Macros: Macro Security, Recording a Macro, Running a Macro, The Visual Basic Editor, Modifying Visual Basic Code, Assigning a Macro to a Worksheet Button and a Toolbar Button
- Iterating for a Solution: Using Copy Down, Circular References, a Macro
- Using Excel as a Pre-Processor: Exporting Data
- Using Excel as a Post-Processor: Importing Data
- Final Examples: Pipe Flow Calculation, Survey Calculations, Reservoir Simulation
- The Course examples as supplied.

REQUIREMENTS

Each delegate will need the following to attend:

- Microsoft Excel (version 2010 onwards) installed onto your device
- Steady Internet connection for the duration of the training
- Laptop / PC / Smart Phone and Power supply (Charger)
- Zoom Meeting Software installed onto your device

Preferable but not compulsory:

- Headset / Ear Phones to clearly hear the facilitator
- Quiet Space

Each delegate will receive:

- Digital Training manual
- The intellectual property
- Digital Certificate of Attendance &
- CPD Points / Hours from the relevant union/ body



ABOUT THE SPEAKER

Our speaker graduated in 1975 from University of the Witwatersrand with a B.Sc.(Eng)(Civil). Prizes for the best reinforced concrete design. Qualified as Professional Engineer (Pr. Eng.). Overseas Scholarship for a year's technical experience in Britain, working for Watermeyer, Legge, Piésold & Uhlmann (WLP), Consulting Engineers in Ashford, Kent. In May 1982, joined WLP Consulting Engineers (now Knight Piésold), in Braamfontein. Promoted to Principal Engineer. After a variety of Civil Engineering design work, gravitated to the computer section, working on an HP1000 minicomputer as joint System Manager, Hewlett Packard desktop computers, and PC's in 1986. Did in-house PC training for WLP on introduction to PCs, DOS, Multimate, GW-BASIC and Lotus 1-2-3. Began presenting courses at Whitehead Morris for Communication in Action during leave. In 1993, joined Communication in Action as Member of the CC.

WEBINAR REGISTRATION FORM

REGISTRATION INFO / FEES

Event: Microsoft Excel for Engineers Webinar
 Date: 13-14 May 2021
 Time: 08:30AM-16:30PM CAT Daily
 Price: (excluding VAT and per delegate)
 Early Bird R4490 + vat (book and pay before 26 Apr. 2021)
 Standard: R4999 + vat
 Group Discount: 5-7 5%
 8-15 10% calculated on standard price
 16+ 15%
 Members: Additional 3% off

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TERMS AND CONDITIONS

Payment Terms:

Payment is required within five (5) working days on receipt of tax invoice
 Following completion and return of the registration form, full payment is required within five (5) working days from receipt of tax invoice and an invoice will be sent as receipt of payment. We reserve the right to refuse admission and withhold CPD points and certificate if payment is not received on time, a payment or an official purchase order must be received prior to the conference or training seminar.

Fees:

Fees are exclusive of VAT
 Bulk discounts are not calculated on early bird price. Invoiced amounts need to be paid on or before the early bird date to receive the rate.

Cancellation Policy: Written cancellations made within 48 hours of the receipt of the signed registration form will receive a full refund. Cancellation received in writing 1 month prior to the start of the event will receive a 50% refund or discount on the invoiced amount. Cancellation within 1 month of the start of the event will not receive any refund and will be liable for the full invoiced amount, however a substitution of the delegate will be allowed.

Indemnity: Should for any reason outside the control of CPD Africa training events, the dates or speakers change, or the event is cancelled due to an act of terrorism, extreme weather conditions or industrial action, CPD Africa training shall endeavour to reschedule but the client hereby indemnifies and holds CPD Africa training harmless from and against any and all costs, damages and expenses, including attorney's fees, which are incurred by the client. The construction, validity and performance of this agreement shall be governed in all respects by the laws of South Africa and to the exclusive jurisdiction of whose courts the parties hereby agree to submit.

No-shows: Registrants who do not attend the event, without written notices as per the cancellation policy will be liable for 100% of the invoiced amount.

***Important Notice:

This booking form constitutes as a legal binding contract.
 Whilst every reasonable effort will be made to adhere to the advertised brochure(s), CPD Africa reserves the right to change dates of events if the need arises.

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