Microsoft Excel for Parks and Recreation

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Ground Rules

- Mute cell phones
- Ask questions
- Offer suggestions

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Objectives

- Identify Excel capabilities that can help streamline P&R tasks

- Recognize steps involved in using formulas to quickly summarize data

- Recall tools used to modify, organize, sort and manipulate date for specific purposes

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Identify Tasks

Excel works well for tasks that

- Are repetitive
- Involve calculations
- Compare values
- Require sorting

Background

- Who is using Excel?

- What things are you using it for?

- What would you like to do with Excel?

- What are you hoping to find out today so you can go back and do it?

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Tasks

- Sorting
- Filtering
- Splitting/Combining Columns
- Formulas
- If, And, Or
- Copying and $

Examples

- Golf Course Workbook
- Instructor Pay
- Budget
- URL Generator
- Tracking expenditures and revenues
- Personnel Action Forms – Mail Merge

Mail Merge Tips

- Use Excel in conjunction with Word
- Form Letters, Labels, Catalogs, etc.
- First + Last = Full
- Sort
- Freeze Panes
- Blast email
- Mergefield codes

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Questions and Suggestions

Thank You!

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