

THURSDAY, SEPTEMBER 15, 2016

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| 7:30 – 8:30 a.m. | Registration/Continental Breakfast | Geneva |
| 8:30 – 10:00 a.m. | <i>Tech Update</i> <i>Tommy Stephens, K2 Enterprises</i> | Geneva |
| 10:00 – 10:15 a.m. | Break | |
| 10:15 – 11:45 a.m. | <i>Tech Update</i> <i>Tommy Stephens, K2 Enterprises</i> | |
| 11:45 a.m. – Noon | WGFOA Business Meeting <i>Patricia A. McDermott, CPA, WGFOA President</i> | |
| Noon – 1:00 p.m. | Lunch | Wausau |
| 1:00 – 2:45 p.m. | <i>Excel Update for Busy Professionals</i> <i>Tommy Stephens, K2 Enterprises</i> | Geneva |
| 2:45 – 3:00 p.m. | Break | |
| 3:00 – 5:00 p.m. | <i>Excel Update for Busy Professionals</i> <i>Tommy Stephens, K2 Enterprises</i> | |
| 5:00 – 8:30 p.m. | <u>Networking Event – Horton Group</u> | Horton Group |

FRIDAY, SEPTEMBER 16, 2016

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| 7:30 – 8:30 a.m. | Registration/Breakfast Buffet | Geneva |
| 8:30 – 9:45 a.m. | <i>Electronic Bidding & Contracting</i> <i>Randy Whitehead, CPA, City of Madison</i> <i>Kathryn Schwenn, CPA, City of Madison Procurement</i> | Geneva |
| 9:45 – 10:00 a.m. | Break | |
| 10:00 – Noon | <i>Cyber Security</i> <i>Jeff Grady, Senior Director, Security and Compliance</i> <i>Solutions Advisor, Three Pillars Technology Solutions, LLC.</i> | |

WGFOA Board Meeting – Wednesday, September 15, 2016 at 5:30 p.m. – Room 521
Members are welcome to attend

Tech Update

There is more new technology to consider this year than almost any other year in the last decade. Hardware and software businesses are changing quickly, the Cloud impacts business decisions, mobile strategies are becoming more clear, and the Internet of Things is a game-changer on all fronts. In this fast-paced and informative session, you will learn practical tips for working with Microsoft Office, Windows, 10 PDF documents, and addressing security issues. Perhaps most importantly, you will learn how to use technology to improve organizational efficiency while simultaneously avoiding pitfalls.

Learning Objectives

Upon completing this session, you should be able to:

- Identify fundamental and critical technology solutions;
- Work with core technologies such as Windows, Office, and PDFs more efficiently and effectively;
- Enhance the security of sensitive and private information; and
- Implement appropriate and current technologies to improve efficiency.

Excel Update For Busy Professionals

Let this be the year that you learn how to take advantage of Excel's best features for busy professionals. New features, PivotTables, tables, conditional formatting, interactive charting, multi-condition formulas, lookup functions, and formatting shortcuts are all examples of techniques that you should be using to get better results in less time with Excel. If you're not using all of these features, or if you are unsure if you are taking full advantage of these features, you should make plans now to participate in this session to boost your Excel skills.

In this program, you'll learn about each of the techniques listed above, along with others, to improve your efficiency and effectiveness with Excel, the busy professional's tool of choice. Not only will you learn how to work better with Excel, but you will also learn how to prevent and detect spreadsheet errors along the way. More than just an Excel tips session, you'll learn through relevant examples and case studies that will show you real-world applications of each of the topics covered. By the end of the course, you'll be a master of essential Excel features, functions, and techniques that boost your productivity, save you time, and increase the accuracy of the Excel spreadsheets you prepare.

Learning Objectives

Upon completing this course, you should be able to:

- Implement Tables as dynamically resizing data ranges and build reports that use Tables as mini-databases in Excel.
- Build PivotTables to summarize potentially large volumes of data into easy-to-understand reports.
- Prepare dynamic charts that allow end-users to filter the data on the fly.
- Utilize Excel's VLOOKUP, HLOOKUP, and CHOOSE functions to find exact data points and work with Excel's Fuzzy Lookup add-in to create approximate matches of data.
- Create formulas that evaluate multiple conditions before summarizing data.
- Apply Conditional Formatting to assist in analyzing data.
- Work with key new features introduced in recent versions of Excel.
- Identify how to track multiple versions of a spreadsheet using Excel's Scenario Manager feature.