



**hfma** region 2  
healthcare financial management association



## HFMA Region 2 Webinars - EXCEL SERIES

# Back by Popular Demand Advance Your Microsoft Excel Skills

Presented by Mike Gera, Managing Partner, Healthcare Computer Training Group

### 3 tracks geared towards your skill level

Join us March 31, April 14, 28 and May 12, 2021

**Beginner (A1) | Intermediate (A2) | Advanced (A3)**

The tracks will be held at A1 at 10:00 AM | **A2 at 1:00 PM** | A3 at 3:00 PM (EST)

**REGISTER HERE:** <https://cvent.me/qMvbno>

**Members \$15 per session | Non-Members \$30 per session**

#### ABOUT THE SPEAKER

**MICHAEL GERA** is the Managing Partner of the Healthcare Computer Training Group. For the past 35 years, Mr. Gera has worked in the healthcare industry in technical, administrative and consulting capacities for various organizations. Mr. Gera is a graduate of Montclair State University (BA) and Florida State University (MSW and MS). Mr. Gera is adjunct faculty for the City University of New York (CUNY), where he conducts professional development seminars for a number of programs, including the on-line program in Health Information Management. Mr. Gera is a long time user of Microsoft Excel, and he is looking forward to sharing some ideas and approaches that will help you to improve data quality, while also increasing your ability to turn your raw data into actionable information.

**Registration 15 \$15 for HFMA members, \$30 for non-members; CPE Credits: 1.5 per session**

To receive CPE credit for this session, you will be required to register and log on to the event individually.

For more information contact Celia Allen at [CAllen@mra.revecore.com](mailto:CAllen@mra.revecore.com) or 615-905-2903

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*HFMA Metro New York Chapter is approved as a NYS CPE Provider in the area of specialized Knowledge and applications. In accordance with the standards of the National Registry of CPE Sponsors, the total credits have been rounded down. CPE credits have been granted on a 50-minute hour.*



## TRACK A1 Beginner Microsoft Excel Users 10am (EST)

| Date             | Theme  | Agenda   |
|------------------|--|--|
| Mar 31<br>2021   | Formulas: Numeric and Logical                            | 1. Fundamentals of Numeric Formulas                        |
|                  |  | 2. Fundamentals of Logical Formulas                        |
|                  |  | 3. Special Techniques for Sorting Data with Formulas       |
| April 14<br>2021 | Data Consolidation, Grouping, Subtotals and Grand Totals | 1. Understanding Data Consolidation Principles             |
|                  |  | 2. Understanding Excel's Report Writer                     |
|                  |  | 3. Utilizing Subtotal and Grand Total Functions            |
| April 28<br>2021 | Importing Data From Other Systems                        | 1. Basic Principles of Importing Data                      |
|                  |  | 2. Data Cleansing and Data Quality Control                 |
|                  |  | 3. Importing .TXT and .CSV Files                           |
| May 14<br>2021   | Understanding Pivot Tables                               | 1. Introduction to Pivot Table Concepts                    |
|                  |  | 2. Pivot Tables Vs. Pivot Charts                           |
|                  |  | 3. Introduction to Charting and Graphing With Pivot Tables |

## TRACK A2 Intermediate Microsoft Excel Users 1pm (EST)

|                  |  |   |
|------------------|--|---|
| Mar 31<br>2021   | Formulas: Numeric and Logical                            | 1. Convert Text to Numeric for Data Analysis            |
|                  |  | 2. Mastering Elapsed Time Calculations                  |
|                  |  | 3. Mastering the IF & AND Formulas                      |
| April 14<br>2021 | Data Consolidation, Grouping, Subtotals and Grand Totals | 1. Differences Between Group, Ungroup and Subtotals     |
|                  |  | 2. Using and Clearing the Auto Outline Function         |
|                  |  | 3. Mathematical Functions and Subtotals                 |
| April 28<br>2021 | Importing Data From Other Systems                        | 1. Review of Basic Importing Techniques                 |
|                  |  | 2. Importing .TXT, .CSV, and .XLS files                 |
|                  |  | 3. Importing from Non-Microsoft Platforms               |
| May 14<br>2021   | Understanding Pivot Tables                               | 1. Intermediate Charting and Graphing with Pivot Tables |
|                  |  | 2. Pivot Table Data Analysis Formulas and Functions     |
|                  |  | 3. Using External Sources of Data for Pivot Tables      |

## TRACK A3 Advanced Microsoft Excel Users 3pm (EST)

|                  |  |  |
|------------------|--|--|
| Mar 31<br>2021   | Formulas: Numeric and Logical                            | 1. Working with Complex Formulas                                 |
|                  |  | 2. Master the Nested IF Formula                                  |
|                  |  | 3. Complex Formulas in Named Ranges                              |
| April 14<br>2021 | Data Consolidation, Grouping, Subtotals and Grand Totals | 1. Mathematical Functions and Subtotals                          |
|                  |  | 2. Combining Subtotals with Logical Formula Functions            |
|                  |  | 3. Applying Styles to Subtotaling                                |
| April 28<br>2021 | Importing Data from Other Systems                        | 1. Integrating Excel and Access for Data Analysis                |
|                  |  | 2. Advanced Data Parsing Techniques                              |
|                  |  | 3. Working with Linked Data                                      |
| May 14<br>2021   | Understanding Pivot Tables                               | 1. Using External Sources of Data for Pivot Tables & Power Pivot |
|                  |  | 2. Working with Named Ranges and Pivot Tables                    |
|                  |  | 3. Analyzing Productivity Data with Pivot Tables                 |