

# Time Is Money:

## 3 Microsoft Excel Tools & Techniques to Improve Productivity and Decision Making

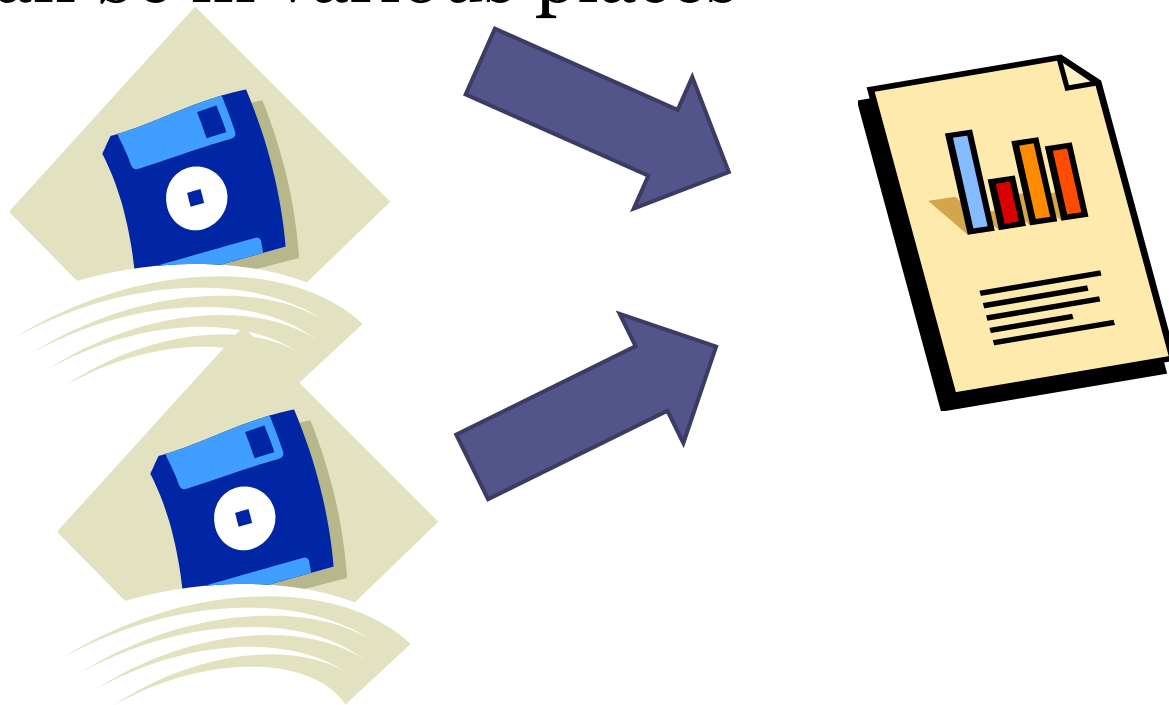
# Pivot Tables

- Similar to the Rubix Cube
- Dynamic data analysis - patterns
- Intuitive Interface
- Ideal for ad-hoc reporting



# Pivot Tables

- From data to information
- Data can be in various places



# Demonstration: Pivot Table

- **Company:** Educational Supplies Inc.
- **Product\Service:** Pencils, workbooks etc.
- **Business Challenge:** System to manage sales activity quickly

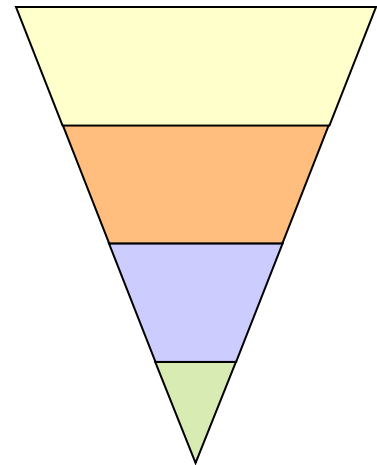
# Dashboard

- Just like car dashboard
- Business vital signs fast
- Clear succinct information
- Purpose differs from Pivot
- Usually one page length



# Dashboard

- Delivers Information in graphical way

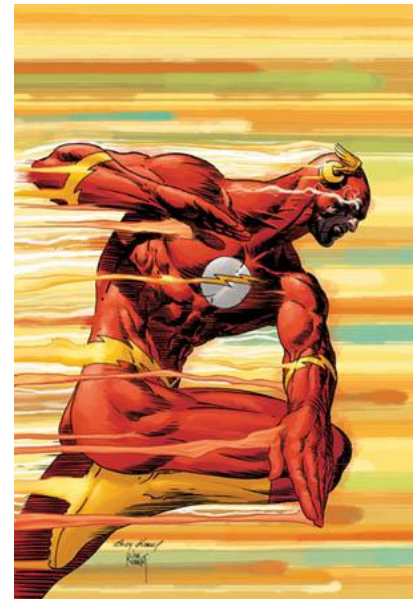


# Demonstration: Dashboard

- **Company:** Educational Supplies Inc.
- **Product\Service:** Pencils, workbooks etc.
- **Business Challenge:** Benchmarking sales activity against industry.

# Visual Basic Application (VBA)

- Just like “Flash”
- Microsoft Office programming language
- Automate repetitive tasks
- Battle won by fastest
- Reduce labor involvement





# Demonstration: VBA

- **Company:** Educational Supplies Inc.
- **Product\Service:** Pencils, workbooks etc.
- **Business Challenge:** Distributing sales reports to agents on a periodic basis.

# Conclusion

- Pivot Tables – quick patterns
- Dashboards – business snapshot
- VBA – automate
- Think about your business



# Contact

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