



**SPACE AND DEFENSE SYSTEMS
PETROCHEMICAL TECHNOLOGIES
ALTERNATIVE ENERGY SYSTEMS**

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Dear Harry,


JMP Industries, Inc. thanks you for the excellent set of four 3 hr. sessions comprising intermediate and advanced Excel which was conducted during June and July, 2013 for our group of three students. Each lesson built on the previous lesson as the features got more and more powerful. Your hands-off technique worked very well; we observed you demonstrate the Excel concepts as you clearly showed us the steps that were in your manual. We hardly had to take any notes and know that your manual will be a great reference tool in the future. We learned an amazing amount of shortcuts, features, and insights that we can apply to our work immediately. Your strong knowledge of Excel in combination with your ability to break complex features into simple concepts helped us absorb the material and gain an appreciation for the power of Excel.

As we apply Excel to our work, here are some of the features that have saved us time or will save us time:

- Navigating shortcuts will save about 2 hours per week
- AutoFilter and sorting will help convert a lot of our Access tables into Excel which has given JMP the opportunity to delve into deeper analysis than was previously possible.
- Updating charts with Tables and using data validation will allow repetitive and tedious tasks to be delegated while protecting worksheets will also ensure that no errors will be made
- Creating templates and using AutoFormat will save about 1 hour per week
- Using the "Control Accent" shortcut to display formulas has already saved about a full day of work fixing an existing spreadsheet
- Pivot tables will save us about 5 hours per week

We also appreciate your demonstrating some of JMP's spreadsheets as examples to show how we can directly take advantage of Excel's powerful features and improve on how we do things around here. Your knowledge and ability to clearly explain complex features has had a very positive impact on all of us and we are now inspired about using Excel not only in our professional lives, but our personal ones as well. It is comforting to know that you are available for help, in case we need it. We now feel empowered in using Excel in ways that will not only save us time and reduce errors, but will also benefit our clients in how we present information to them.

Our sincerest thanks,

 - Sarah Pinchot
VP/COO