



Excel 2007 Advanced

Instructor: Dan Schluckbier

Lesson 1: Enhancing Workbooks

- Customize the Excel Environment
- Customize an Excel Worksheet
- Work with Comments
- Using Hyperlinks

Lesson 2: Creating Workbooks Using Templates

- Create a Workbook from a Template
- Create a Custom Template

Lesson 3: Organizing Data Using Tables

- Create Tables
- Modify Tables
- Format Tables

Lesson 4: Presenting Data Using Charts

- Create a Chart
- Modify Charts
- Format Charts

Lesson 5: Analyzing Data Using Pivot Tables

- Create a PivotTable Report
- Performing Calculations Using Pivot Tables

Lesson 6: Using Graphic Objects

- Insert Graphics
- Modify Graphic Objects
- Change the Order of Graphics
- Grouping Graphics

Lesson 7: Calculating with Advanced Formulas

- Using Names
- Calculate Across Worksheets
- Calculate Data with Logical and Lookup & Reference Functions

Lesson 8: Sorting and Filtering Data

- Sort Data in a Spreadsheet
- Filter Data in a Spreadsheet
- Add Subtotals to a Spreadsheet

**For more information or to register,
please call 989.797.4075.**