



# Excel XP (2002): Level 2

*Instructor: Dan Schluckbier*

## **Lesson 1: Working with Templates**

- Create a Workbook from an Excel Template
- Create a Template
- Create a Graphic
- Create a Workbook from a User-Defined Template

## **Lesson 2: Sorting and Filtering Data**

- Sort Data
- Add Subtotals to a Worksheet
- Filter Lists
- Create and Apply Custom Filters

## **Lesson 3: Importing and Exporting Data**

- Import Data from the Web
- Import Data from an External Source
- Export Data
- Save a Worksheet as a Web Page
- Publish a Worksheet to the Web

## **Lesson 4: Working with Advanced Formulas**

- Share Data Among Worksheets
- Create a Name for a Range of Cells
- Use Functions to Create Advanced Formulas
- Trace Cell Precedents
- Trace Cell Dependents
- Locate Errors in Formulas

## **Lesson 5: Analyzing Data**

- Create a PivotTable Report
- Create a PivotChart Report
- Create Scenarios
- Use Solver
- Use Goal Seek

## **Lesson 6: Collaborating**

- Insert and Edit a Hyperlink
- Add and Edit Comments in a Worksheet
- Create Discussion Comments
- Respond to Discussion Comments

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