



# Microsoft Excel 2

Skill Level: Advanced

In this advanced class we work with the most powerful functions in the Microsoft Excel program. Make Excel work for you! Learn how to create your own advanced formulas and how to find/use the formula function library. We will also show you how to create and use charts, macros and PivotTables. Learn how to use the subtotal function, link between sheets, data validation, how to remove duplicates and more!

This class is designed for people with a working knowledge of the Excel program. An understanding of Excel Basics (such as sorting, auto-sum, adjusting column/row sizes, etc.) or our Excel 1 class is highly recommended.

## **Some of the things you will learn in this class:**

- Advanced Formulas
- IF Statements
- Charts and Graphs
- Linking Data between Worksheets
- Protecting Data
- Subtotals
- Text to Columns
- Data Validation
- Removing Duplicates
- Macro Basics
- PivotTables
- And more!

Whether you need classroom style training for your entire company, a group presentation or a one-on-one class, we have a class for you!

For questions or to schedule a class, call 231.631.7918 or email [info@tctrainme.com](mailto:info@tctrainme.com).