Student Technology Training: Microsoft Excel Advanced

Advanced Microsoft Excel training will cover the following topics:

- Working with Multiple Worksheets
  - Importing Data
- Viewing Data
  - Sorting
  - Filtering data
  - Conditional Formatting
  - Paste Special
- Advanced Formulas and Functions
  - Formatting Formulas
  - Using Functions in Excel
  - Showing Formulas instead of Formula Values on a spreadsheet
- Splitting and Freezing Panes in a worksheet
- Working with charts
  - Creating a Chart/Graph Sheet
  - Formatting a Chart
  - Modifying a Chart/Graph
    - Adding an item
    - Removing an item
    - Changing the graph type
    - Adding a trend line
    - Adding Headers and Footers
- Workbook Protection
- Requested topics (if time permits)