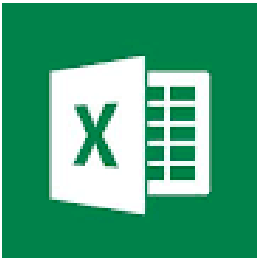


MICROSOFT OFFICE EXCEL TRAINING

Part 3 - Advanced Functions and PivotTables



Advanced Functions

- Using Array Formulas
- Using Lookup Functions
- Date and Time Functions
- Transpose Functions

PivotTables

- Creating and Managing
- Using the Data Slicer
- Calculated Fields and Items
- PowerPivot
- Managing Table Relationships

Conditional Formatting and Formula Checking

- Managing conditional formatting rules
- Custom conditional formatting using formulas
- Custom conditional formatting using function
- Checking for formula errors
- Evaluating formulas

Advanced Filtering

- Advanced Chart Elements
- Add a secondary Vertical Axis
- Dynamic Charts
- Chart Trendline

WEDNESDAY, APRIL 17TH
1:00 PM – 4:00 PM

Ohio University – Voinovich School
Ridges Circle, Building 22
Athens, OH 45701

RSVP to Trenia Twyman

twyman@ohio.edu or 740-597-1460

Training is provided at no cost courtesy of the Small Business Development Center at Ohio University. Due to SBDC funding, government and non-profit entities are not eligible for this training.

Additional parking information will be provided after registration confirmation.

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