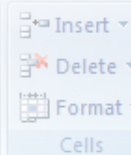
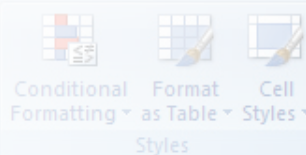




Excel Class Training

General

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Lesson 1: Advanced Functions

- Named Ranges
- Lookup & Reference Functions
- Logical Functions
- Information Functions
- Database Functions
- Text Functions

Lesson 2: Advanced Data Analysis

- Goal Seek
- Solver
- Scenarios
- Pivot Tables
- Pivot Charts
- Forecasting

Lesson 3: Database Features

- Consolidate Data
- Advanced Filters
- Validate Data
- Subtotal Data

Lesson 4: Automation

- Create Macros
- Edit Macros
- Debug Macros
- Intro to Write VBA Code

Lesson 5: Collaboration

- Comments
- Tracking Changes
- Sharing a Workbook
- Protecting a Workbook
- Auditing a Workbook
- Workspaces
- Templates

Lesson 6: Mail Merge

Lesson 7: Excel Resources