



computer training options

Microsoft Excel 2008 for Mac **Advanced Training**

Calculating Data with Advanced Formulas

Manage Cell and Range Names
Calculate Data Across Worksheets
Use Specialized Functions
Analyze Data with Logical and Lookup Functions

Organizing Worksheet and List Data

Create Lists
Sort or Filter List Data

Presenting Data Using Charts

Create a Chart
Modify Charts
Format Charts

Analyzing Data Using PivotTables

Create a PivotTable Report
Analyze PivotTable Data

Inserting Graphic Objects

Insert and Modify Pictures and ClipArt
Draw and Modify Shapes
Illustrate Workflow Using SmartArt Graphics
Arrange and Group Graphic Objects

Customizing and Enhancing Workbooks and the Excel Environment

Customize the Excel Environment
Customize Workbooks
Manage Themes
Create and Use Templates

Computer Training Options

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