



computer training options

Microsoft Excel for Mac 2011 **Level 2**

Calculating Data with Advanced Formulas

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

Organizing Worksheet and Table Data

Create and Modify Tables
Format Tables
Sort or Filter Data
Use Functions to Calculate Data
Create a PivotTable Report

Presenting Data Using Charts

Create a Chart
Modify Charts
Format Charts

Inserting Graphic Objects

Insert and Modify Pictures and Clip Art
Draw and Modify Shapes
Illustrate Workflow Using SmartArt Graphics
Layer and Group Graphic Objects

Customizing and Enhancing the Excel Environment

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

Computer Training Options

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