

“Intermediate Level Excel” – Training by Danny Rocks

What you will need:

- Access to a laptop during the training session
- A copy of the handout to take notes and review

What will be covered?

- Getting the most out of Data Lists and Tables
- Sorting your list
 - Learn how to use “Custom Lists” to gain greater control over your data
- Subtotals – easy way to summarize and outline your data
 - Learn how to “nest” additional levels inside your subtotals
- Get the most out of AUTOFILER
 - Learn the “trick” to copying visible cells to another location
- Establish CRITERIA for Advanced Filters to get the exact information you seek
- The “magic” of PIVOT TABLES
 - They are easy to create and fun to manipulate!
- You will be able to visualize and present complex data in a clear format

What you will get:

- All of the practice files – copied onto your laptop; I will email a copy to you for home practice
- A handout with copies of all the files and exercises