

Excel (Intermediate)

This hands-on workshop builds upon the basic concepts of Excel and introduces many of Excel's advanced capabilities. Topics include:

- Creating and editing charts
- Creating conditional formatting
- Creating Pivot Tables
- Using the Developer Tab
- Creating macros
- Creating dropdown lists
- Using the formula auditing function
- Using the What-If-Analysis function
- Creating named references
- Other time-saving tips and techniques

Instructor: David Cornell, CAE, MAI Certified Microsoft Trainer,
Certified Excel Expert, Cornell Consulting, LLC

Date: Tuesday, January 10

Location: Coral North conference room (Tax Commission)

Hours: 8 hours

Notes: **This workshop will begin at 8:30 a.m.**
This workshop will require a minimum of 10 students.