

Advancing in Microsoft Excel

Session #1: Working with Large Worksheets & Managing Multiple Sheet Workbooks

September 24, Thursday, 1-4PM

Cost: \$35, includes handouts

Location: Structural Modulars, Inc (SMI), 101 Southern Ave., Strattanville, PA

Session will include...

- **Sorting Worksheet Data**
- **Freezing & Splitting Rows and Columns**
- **Printing Multipage Worksheets**
- **Linking Cells and Formulas**
- **Copying Worksheets**
- **Naming Cells and Ranges**
- **Creating Hyperlinks**

Session #2: Manipulating Data in Excel with Tables & PivotTables

October 14th, Thursday, 1-4PM

Cost: \$35, includes handouts

Location: Structural Modulars, Inc (SMI), 101 Southern Ave., Strattanville, PA

Session will include...

- **Discussing the Excel Database**
- **Creating a Table**
- **Using Enhanced Sorting and Filtering**
- **Using the Outline Feature**
- **Displaying Subtotals**
- **Creating PivotTables & Pivot Charts**
- **Recording and Running a Macro**

Presented by: Heather Mohnkern

One to Many Computer and Training Solutions, LLC

To register, call the Keystone Community Education Council at 814.226.0626