

AGENDA

Advanced Excel

Sherwood Systems
1717 E. Morten Avenue, #270
Phoenix, Arizona 85020

8:00am - 8:30am

Registration

8:30am – 4:00pm
(1½ hr break for lunch)

Topics Covered Include:

- **Custom Formatting**
 - **Absolute and Relative Cell References**
 - **Effective Printing**
 - **Sorting and Subtotaling**
 - **Formulas and Filters**
 - **Functions like Vlookup and Named Ranges**
 - **Date Functions, used for Aging records**
 - **Locking, Protecting, and Hiding Sheets**
 - **PivotTables**
 - **Useful 'Options' Settings**
 - **Shortcut Keys**
 - **Macros, Templates and Add-ins**
 - **Tips, tricks, and quirks**
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DIRECTIONS TO:

**Sherwood Systems
1717 E Morten Ave.
Suite 270
Phoenix, AZ 85020**

Exit SR 51 at Glendale Ave

Turn LEFT onto Glendale Ave, heading West to 16th Street

Make a RIGHT onto 16th Street, heading North

Go about ½ mile to Morten Ave (streetlight)

Make a RIGHT onto Morten Ave, heading East and go about ¼ mile

Our building is on the RIGHT (South side of the street) and is a 2-story tan building. Pull in the parking lot before the building and park in any open uncovered space. If no parking is available, park across the street.

The entrance to the building is at the front, along Morten Ave. We are on the 2nd floor, Suite 270. We apologize for any inconvenience, but we are not handicap accessible.

Please call if you need additional directions, 602-943-9696.

