



## **Ann Arbor District Library Computer Classes**

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AADL offers hands-on computer classes on a variety of topics at all Library locations. AADL also provides access to a variety of online learning and research resources. For more information, check out the following links:

Schedule of computer classes: [aadl.org/classes](http://aadl.org/classes)

Review online skills-building resources: [aadl.org/services](http://aadl.org/services)

Review online research resources: [aadl.org/research](http://aadl.org/research)

## **Advanced Excel**

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Learn drop-down lists, vertical and horizontal lookup, macros, and pivot tables.

### **Learning Goals**

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Go to [aadl.org/handouts](http://aadl.org/handouts), choose a class, and click on a learning goal for step-by-step instructions:

[Training Course: Sparklines](#)

[Data Validation](#)

[Training Course: VLOOKUP](#)

[HLOOKUP](#)

[Overview of Pivot Tables & Charts](#)

[Video: Remove Duplicates](#)

[Training Course: Recording Macros](#)

### **Books**

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[Microsoft Excel: Step by Step](#), by Curtis Frye, Call number: 005.36 EX

[Charts and Graphs: Microsoft Excel 2010](#), by Bill Jelen, Call number: 005.36 EX

[Using Microsoft Excel 2010](#), by Tracy Syrstad, Call number: 005.36 EX

[Easy Microsoft Excel 2010](#), by Michael Alexander, Call number 005.36 EX