



## Intermediate Excel

[aadl.org/handouts](http://aadl.org/handouts)

### 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)

### Intermediate Excel

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Sort and filter data, and use absolute references, the IF function, conditional formatting, cell and object linking and the chart wizard. Knowledge of Excel basics is required.

### 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:

[Sorting](#)

[About Filtering](#)

[AutoFilter](#)

[Filter by Top Ten](#)

[Filter for Above/Below Average](#)

[Relative and Absolute References](#)

[Common Formulas](#)

[Video: Introduction to Formulas](#)

[Paste Link](#)

[IF Function](#)

[Conditional Formatting](#)

[Video: Apply Conditional Formatting](#)

[Today Function](#)

[Video: How to Create a Chart in Excel](#)

[Create a Chart from Start to Finish](#)

[Rename a Data Series](#)

[Video: Sparklines](#)

[Link from Excel to PowerPoint](#)

### 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