

EXCEL Intermediate (1 Day)

Overview

This Intermediate Microsoft Excel training class is meant for students who want to advance their skill set by learning to work with advanced formulas, lists, and illustrations. Students will also work with charts and advanced formatting including styles.

Our instructor-led online classes are conducted the most current version of the software. If you're on an earlier version our instructor will point out the minor differences between versions where they exist.

Goals

- ✓ Learn to use formulas and functions.
- ✓ Create and modify charts.
- ✓ Convert, sort, filter, and manage lists.
- ✓ Insert and modify illustrations in a worksheet.
- ✓ Learn to work with tables.
- ✓ Learn to use conditional formatting and styles.

Outline

Advanced Formulas

- Using Named Ranges in Formulas
- Using Formulas That Span Multiple Worksheets
- Using the IF Function
- Using AND/OR Functions
- Using the PMT Function
- Using the LOOKUP Function
- Using the VLOOKUP Function
- Using the HLOOKUP Function
- Using the CONCAT Function
- Using the TRANSPOSE Function
- Using the PROPER, UPPER, and LOWER Functions
- Using the LEFT, RIGHT, and MID Functions
- The MID Function
- Using Date Functions
- Using the NOW and TODAY Functions
- Use the Scenario Manager
- Use Financial Functions

Working with Lists

- Converting a List to a Table
- Removing Duplicates from a List
- Sorting Data in a List
- Filtering Data in a List
- Adding Subtotals to a List
- Grouping and Ungrouping Data in a List

Working with Illustrations

- Working with Clip Art
- Using Shapes
- Working with Icons
- Working with SmartArt
- Using Office Ink

Visualizing Your Data

- Inserting Charts
- Using the Chart Recommendation Feature
- Editing Charts
- Using Chart Tools
- Using Quick Analysis Tools
- Add and Format Objects
- Insert a Text Box
- Create a Custom Chart Template

Working with Tables

- Format Data as a Table
- Move between Tables and Ranges
- Modify Tables
- Define Titles

Advanced Formatting

- Applying Conditional Formatting
- Working with Styles
- Creating and Modifying Templates