

Intermediate Excel

COURSE DESCRIPTION

Building upon the concepts and techniques discussed in the Introduction to Excel course, this hands-on course focuses upon the following topics: customizing Excel, using advanced formulas and functions, working with large worksheets, using multiple worksheets and workbooks, using advanced formatting techniques, as well as creating and managing Excel tables.

COURSE OBJECTIVES

Upon successful completion of this course, participants will be able to:

1. Customize Excel
2. Use advanced formulas and functions
3. Work with large Excel worksheets
4. Use multiple Excel worksheets and workbooks
5. Use advanced formatting features to design worksheets
6. Create and manage Excel tables

COURSE INSTRUCTOR

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Course handouts are available at

https://mtateresearch.com/computer_courses_supplemental_resources

COURSE OUTLINE

The course will cover the following topics:

Customizing Excel

- Using the Options dialog box
- Customizing toolbars and menus
- Using AutoFormat

Using Advanced Formulas and Functions

- Using relative, absolute and mixed cell references in formulas
- Using mathematical and statistics functions
- Using advanced date and time functions
- Using the IF function
- Using the VLOOKUP and HLOOKUP functions
- Using name ranges in formulas

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Working with Large Worksheets

- Changing worksheet views
- Hiding and displaying data
- Setting, editing, and clearing print areas
- Sorting and filtering data

Using Multiple Worksheets and Workbooks

- Using multiple worksheets
- Linking workbooks
- Managing workbooks

Using Advanced Formatting Techniques

- Modifying borders and shading
- Using special number formats
- Working with styles
- Using advanced formatting

Creating and Managing Excel Tables

- Determining when to use Excel tables
- Converting a range of cells into an Excel table (formerly known as an *Excel list*)
- Elements of an Excel table
- Sorting and filtering table data
- Formatting table data
- Inserting and deleting table rows and columns
- Using calculated columns
- Displaying and calculating table data totals
- Creating and using structured references
- Ensuring data integrity
- Creating conditional formatting rules