



# Intermediate/Advanced Microsoft Excel

Two-Day Course

Windows and Macintosh

## Course Overview:

Discover more advanced features of Excel and learn to sort lists, insert cell comments, define ranges, create conditional formats, collapse and hide data and manage large lists. Learn to protect worksheets, add text and drawings, create charts and data maps. You will also work with styles, create templates and pivot tables, record a basic macro and share Excel data with other applications.

## Course Content:

- Add, delete and move buttons on an existing toolbar and create a custom toolbar
- Name a single cell or a range of cells to easily select that area or to make formulas easier to create and read
- Apply conditional formatting to highlight formula results
- Insert cell comments to effectively annotate a worksheet with information
- Use the IF function to create a formula for decision making and calculation
- Use the SUMIF function to sum a range only if it meets a certain criteria
- Use the COUNTIF function to count the number of cells within a range that meet your criteria
- Create and use an Excel database using the Form command
- Use the Sort command to rearrange the information of a list
- Use the AutoFilter and Advanced Filter to extract information from a list
- Use the Subtotal command to produce automatic subtotals and grand totals
- Manage a large worksheet using the Auto Outline command
- Link worksheets and workbooks cells
- Track and highlight changes made in a worksheet
- Protect cells containing formulas with the Protection command
- Avoid entering incorrect or inconsistent data by using the Data Validation feature
- Graphically display relationships between the cells in your worksheet by using the Formula Auditing Toolbar buttons
- Learn to nest or combine a number of operations in one cell
- Locate a value within a table by using the VLOOKUP function
- Reduce time and effort by creating and using a simple macro
- Apply repetitive formatting by creating styles
- Establish a consistent look by creating a template of a frequently used worksheet
- Share Excel data with other Office applications
- Present data more effectively by creating charts
- Learn to use pivot tables to summarize, organize, analyze and compare large amounts of data