

## Course Overview:

This course is a continuation from the Excel Introduction course. This course will increase your productivity and show you many efficient ways to work with functions in Excel

## Course Content:

### Create a Well Designed Worksheet

- Set up an efficient worksheet in Excel.
- Apply cell styles to help you create a unified design within your workbook.
- Identify trends in your data using the improved conditional formatting features.
- Create an absolute cell reference.
- Use range names to quickly go to a range or use the range name in a formula.

### Advanced Functions

- Review the SUM, AVERAGE, MAX, MIN and COUNT functions.
- Learn how to use the IF, COUNTIF, SUMIF, ROUND, TODAY and VLOOKUP functions.
- Nest multiple functions such as the SUM function with the IF function.
- Use the new Flash Fill in Excel 2013 to extract the first name from a list.

### Workbook Management

- Work with multiple worksheets and consolidate data.
- Protect parts of or the entire worksheet and also protect the workbook.
- Validate or restrict what is placed in a cell to ensure efficiency and consistency in your database or list.

### Macros and Templates

- Record and use a simple Macro which records repetitive tasks in Excel.
- Create a template for files you use frequently.