

Intermediate Excel

COURSE DESCRIPTION

Building upon the concepts and techniques discussed in the Excel Basics course, this hands-on course focuses upon the following topics: working with large worksheets, using multiple worksheets and workbooks, customizing Excel, advanced formatting, list management, advanced charting, documenting and auditing, and using templates.

COURSE OBJECTIVES

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

1. Work with large Excel worksheets
2. Use multiple Excel worksheets and workbooks
3. Customize Excel
4. Use advanced formatting features to design worksheets
5. Use list management tools
6. Use advanced charting tools
7. Use documenting and auditing tools

COURSE INSTRUCTOR

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Course handouts are available at

http://mtateresearch.com/computer_courses_supplemental_resources

COURSE OUTLINE

The course will cover the following topics:

Working with Large Worksheets

- Viewing options
- Hiding, displaying, and outlining data
- Printing large worksheets

Using Multiple Worksheets and Workbooks

- Using multiple worksheets
- Linking worksheets by using 3-D formulas
- Consolidating data
- Linking workbooks
- Managing workbooks

Customizing Excel

- Using the Options dialog box
- Customizing toolbars and menus

Intermediate Excel

Advanced Formatting

- Borders and shading
- Using special number formats
- Working with dates
- Working with styles
- Other advanced formatting

Excel Table Management

- 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
- Using structured references
- Ensuring data integrity

Advanced Charting

- Chart formatting options
- Using combination charts
- Using graphic elements

Documenting and Auditing

- Auditing features
- Comments and text boxes
- Protecting worksheets and workbooks
- Workgroup collaboration

Using Templates

- Built-in templates
- Creating and managing templates