



Excel Level Intermediate

Course Outline

Course Objective

Our Level II Excel class adds additional “Cool features” of Excel to your knowledge. After the completion of this course, students will be able to work with multiple worksheet, effectively use Excel as a database, create Pivot tables and more!

Agenda

1. Working with multiple sheets
 - a. Discussion of sheets
 - b. Renaming
 - c. Adding
 - d. Deleting
 - e. Reorganizing
 - f. Coloring
 - g. Writing formulas and functions referencing a different sheet
 - h. 3-D Functions

2. Range Names
 - a. Discussion of importance
 - b. Creating
 - c. Using them
 - d. Create From selection
 - e. User in formulas
 - f. Name Manager
 - i. Deleting a range name
 - ii. Editing a range name

3. Excel as a database
 - a. Scrubbing data to ensure usability
 - b. Sorting
 - c. Filtering
 - i. One Criterion
 - ii. Multiple Criteria
 - d. Data Validation
 - e. Creating and using Tables
 - f. Splitting Columns

4. Introduction to PivotTables
 - a. Discussion of PivotTables
 - b. Creating a PivotTable
 - c. Pivoting a PivotTable
 - d. Formatting a PivotTable
 - e. Drilling down on a PivotTable
 - f. Grouping

5. Collaborating
 - i. Protecting Worksheets
 - ii. Protecting Workbooks
 - iii. Co-Authoring and Sharing

6. Excel Options
 - a. Review of items found in the options
 - b. Modifying the Ribbon Bar
 - c. Modifying the Quick Access Tool Bar

Course Length: 1 Day

Prerequisite: Introductory knowledge of Excel