



Microsoft Excel: Intermediate Level**

Instructor: Ellen Stafford
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In this Intermediate Level Microsoft Excel class, students will continue working with worksheets and workbooks. This course is designed for students who want to design their own workbooks — to create formulas, tables, and charts as opposed to simply entering or reviewing data.

Target Audience: Students who have a basic understanding of entering and reviewing data in Excel and now want to learn how to create/design worksheets for their own projects.

****Prerequisite:** Students should have a basic understanding of using the Ribbon, entering/formatting text and numbers, creating a simple formula and printing a worksheet.

Supplies needed: Student must bring a flash drive to class for class files.

Goals

- Create and Modify Tables
- Create Formulas and Functions
- Sort and Filter Data
- Use Conditional Formatting
- Insert an Illustration or Logo
- Create and Modify Charts
- Gain an Understanding of Excel Preferences

Outline

The following topics will be covered in the 6-hour course through demonstration and exercises.

Quick Review

1. Context-Sensitive Mouse Symbols
2. Using the Status and Formula Bars
3. Adding, Copying, Moving and Deleting Worksheets
4. The Ribbon Tabs, Groups, Shortcut Commands and Right-Click
5. Flash Fill to Copy Cells and/or Create a Series
6. Relative, Absolute, and Mixed Cell References

The File Menu

7. Using Excel Templates: Select, Open, and Save a Template
8. Excel Preferences: Ribbon & Quick Access Toolbar

Tables

9. Using a Table to Create Auto-Fill Formulas and Totals
10. Sorting and Filtering Data in a Table
11. Adding and Deleting Columns and Rows
12. Changing Table Styles
13. Formatting Cells: Alignment and Protection Tabs
14. Inserting photos, logos, and/or illustrations
15. Converting a List to a Table

Formulas

16. Using the Formula Builder
17. IF: SumIF, AverageIF, CountIF



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Functions to Change or Clean Up Your Data

18. Transpose
19. Concatenate
20. Proper, Upper, Lower
21. Trim
22. Left, Right, Mid

Date Functions

23. Now, Today, Year, Month, Day

Naming Ranges

24. Single Cell, Range of Cells
25. Conditional Formatting

Charts

26. Choosing the best chart for your data
27. Editing charts
28. Formatting charts

More Functions

29. PMT
30. V-Lookup

Continue Your Education With:

- Advanced Microsoft Excel