Intermediate Microsoft Excel

Duration: 8 hours Course

Course Overview: In this course you will learn advance skill like advanced formulas, lists, and illustrations. You will also work with charts and advanced formatting including styles.

Target Audience: This course is intended for students who have basic skills with Microsoft Excel 2019 who want to learn intermediate-level skills or students who want to learn the topics covered in this course in the 2019 interface.

Course Outline

Module1

Lessons

- Using Named Ranges in Formulas
- Using Formulas That Span Multiple Worksheets
- Entering a Formula Using Data in Multiple Worksheets
- Using the IF Function
- Using the PMT Function
- Using the LOOKUP Function
- Using the VLOOKUP Function
- Using the CONCAT Function
- Using the TRANSPOSE Function
- Using the PROPER, UPPER, and LOWER Functions
- Using the PROPER Function
- Using the LEFT, RIGHT, and MID Functions
- Using the LEFT and RIGHT Functions
- Using Date Functions
- Using the YEAR, MONTH, and DAY Functions

Creating Scenarios

Lab : Advanced Formulas Exercises

- Using Named Ranges in Formulas
- Entering a Formula Using Data in Multiple Worksheets
- Using the IF Function
- Using the PMT Function
- Using the VLOOKUP Function
- Using the CONCAT Function
- Using the PROPER Function
- Using the LEFT and RIGHT Functions
- Using the YEAR, MONTH, and DAY Functions

After completing this module, students will be able to:

- Name and label cells and ranges of cells.
- Use names and labels in formulas.
- Create formulas that span multiple worksheets.
- Use the conditional IF function and its variants in formulas.
- Use the PMT function to calculate payments for loans.
- Use the LOOKUP function.
- Use the VLOOKUP function.
- Use the HLOOKUP function.
- Use the CONCAT function to join the contents of numerous cells.
- Use the TRANSPOSE function.
- Use the PROPER, UPPER, and LOWER functions to alter the casing of text.
- Use the LEFT, RIGHT, and MID functions to return characters from the start or end of a string, or a specific number of text characters.
- Use various date functions.

Module 2: Working with Lists

This module explains how to work with lists.

Lessons

- Converting a List to a Table
- Removing Duplicates from a List
- Sorting Data in a List
- Filtering Data in a List
- Adding Subtotals to a List

Lab : Work with Lists Exercises

- Converting a List to a Table
- Removing Duplicates from a List
- Sorting Data in a List
- Filtering Data in a List
- Adding Subtotals to a List

After completing this module, students will be able to:

- Convert data into tables.

- Remove duplicates from tables.
- Sort data in Excel.
- Filter data in Excel.
- Use subtotals to automatically total related data.
- Group and ungroup data.

Module 3: Working with Illustrations

This module explains how to work with Illustrations in Microsoft Excel.

Lessons

- Working with Clip Art
- Using Shapes
- Adding Shapes
- Working with Icons
- Working with SmartArt
- Using Office Ink

Lab : Working with Illustrations Exercises

- Working with Clip Art
- Adding Shapes

After completing this module, students will be able to:

- Add pictures to your worksheets.
- Use Clip Art to illustrate your worksheets.
- Insert shapes into Microsoft Excel worksheets. Use SmartArt to illustrate your worksheets.

Module 4: Visualizing Your Data

his module explains how to work with various types of charts in Microsoft Excel.

Lessons

- Inserting Charts
- Using the Chart Recommendation Feature
- Editing Charts
- Using Chart Tools
- Using the Quick Analysis Tool
- Add and Format Objects

□   **Create a Custom Chart Template**

Lab : Visualizing Your Data Exercises
- **Inserting Charts**
- **Editing Charts**

After completing this module, students will be able to:

□   **Create charts that enable you to visualize your data.**

□   **Choose what data is displayed in your charts.**

□   **Show and hide data labels.**

□   **Show and hide the legend.**

□   **Show and hide the chart title.**

□   **Add a picture or shape to a chart.**

□   **Change the way text displays in a chart.**

□   **Change the fill color of a chart.**

□   **Add and format objects in a worksheet.**

□   **Create a custom chart template.**

Module 5: Working with Tables

his module explains how to work with tables in Microsoft Excel.

Lessons

□   **Format Data as a Table**

□   **Move between Tables and Ranges**

□   **Modify Tables**

□   **Define Titles**

□   **Creating and Modifying a Table in Excel**

Lab : Creating and Modifying a Table in Excel
- **Creating and Modifying a Table in Excel**

After completing this module, students will be able to:

□   **Format data in Excel as a table.**

□   **Modify Excel tables**

Module 6: Advanced Formatting

This module helps in understanding conditional formatting in Microsoft Excel

- **Applying Conditional Formatting**
- **Using Conditional Formatting**
- **Working with Styles**
- **Creating and Modifying Templates**

Lab : Advanced Formatting Exercises
- **Using Conditional Formatting**
- **Working with Styles**

After completing this module, students will be able to:

- **Use conditional formatting to display cells differently based on their values.**
- **Quickly format tables using styles.**
- **Format cells using styles**