Intermediate Excel

Length: 1 Day
Format: Instructor-Led, Classroom
Prerequisites: Introduction to Excel or equivalent knowledge.

Objectives

- Working with Frequently used Functions
- Improving Workbook Skills
- Advanced Printing
- Working with Styles and Templates

Course Outline

Working with Functions and Formulas

- Formula AutoComplete
- The Minimum function
- The Maximum function
- The Average function
- The Count, CountAll, and CountBlank functions

- The IF function
- Date functions
- The PMT function
- Working with calculated columns

Improving Workbook Skills

- Creating and using cell and range names
- Using Paste Name
- Hiding columns and rows
- Protecting the worksheet
- Unlocking cells
- Creating a linear series
- Creating a date series
- Sorting worksheet data
- Spell checking the worksheet
- Changing paper size and print scale
- Using find and replace
- Indenting text within a cell
- Creating a Group
- Protecting a worksheet
- Protecting a workbook

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Advanced Printing

- Using Page Layout view
- Creating custom headers and footers
- Using Print Titles to repeat rows at the top of pages
- Printing gridlines
- Using Page Break view
- Setting and removing page breaks
- Resetting all page breaks

Working with Styles and Templates

- Using Special formats
- Creating number formats
- Creating date formats
- Creating formats that contain text
- Creating styles
- Applying styles
- Modifying styles
- Merging styles
- Creating a template
- Using a template

What Comes Next

Advanced Excel
Excel Pivot Tables
Excel Charts

Note

Please use the content in these outlines as a general guide as to the topics that will be taught. We cannot guarantee that all the topics listed in an outline will be covered during your particular class. Based on student need, your instructor may have to adjust the course content to suit your class, unexpected events, as well as the composition and skill level of the students in attendance.

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