

Course Overview

In this 1-day course, you will learn many new skills and techniques in Excel that go well beyond the basics. You will learn how to work with multiple worksheets by modifying several sheets at once and creating math calculations using numbers from several sheets. You will also learn how to use several intermediate-level functions to perform calculations on spreadsheet data. Additionally, you will learn how to work with a list of data, including sorting and filtering the list and creating automatic subtotals. You will learn to use a variety of features to customize your spreadsheets, such as protecting cells from modifications and creating custom templates. Lastly, you will learn how to create charts from spreadsheet data, and how to format and customize the charts.

Courses in the Microsoft Excel Series

Excel Level 1
- 1 day -

Excel Level 2
- 1 day -

Excel Level 3
- 2 days -

Excel Level 4
- 2 days -

Course Preparation

Prerequisite Course: Excel Level 1 or equivalent experience. You should come to this class with a working knowledge of creating basic worksheets, entering and editing data in cells, formatting text and numbers, copying and moving data, inserting and deleting columns and rows, creating basic formulas and functions, and using absolute cell references in formulas and functions.

Course Topics

Using Multiple Sheets

- Grouping and Formatting Multiple Sheets
- Adding Cells from Multiple Sheets using a Formula
- Adding Cells from Multiple Sheets using Sum
- Copying a Worksheet
- Renaming a Sheet
- Editing a Multiple Sheet Formula

Using Functions beyond the Basics

- Understanding the Functions
- Using the IF and AND Functions
- Using the TODAY Function
- Using the RANK and COUNTA Functions
- Using the AVERAGE and MEDIAN Functions
- Using the COUNTIF Function
- Summing Non-Contiguous Cells

Working with Lists

- Understanding and Moving through a List
- Adding Data to a List
- Using AutoFilter
- Removing AutoFilter Criteria
- Filtering for Blanks
- Applying Criteria for Multiple Columns
- Finding Top Values
- Turning off AutoFilter
- Sorting by One or more Columns
- Generating Automatic Subtotals
- Displaying Automatic Subtotals
- Using an Outline
- Removing Subtotals
- Displaying Multiple Subtotals

Customizing Spreadsheets

- Understanding Cell Contents/Formatting/Comments
- Copying Formatting
- Setting Custom Options
- Using Cell Comments
- Applying Conditional Formatting
- Validating Data Entry
- Protecting Cells from Modifications
- Understanding Templates
- Creating a Template
- Using a Template

Creating Charts

- Understanding Excel Charts
- Creating a Quick Chart
- Reversing the Plot Direction
- Modifying the Order of a Data Series
- Changing the Chart Type
- Enhancing a Chart
- Working with Chart Titles
- Changing Colors
- Creating a Combination Chart
- Changing Chart Scaling
- Creating a Chart with the Chart Wizard
- Modifying Legend and Data Label Options
- Formatting Pie Charts
- Changing Chart Locations

Rev 9/27/07