

Course Overview

In this 1-day intermediate level course, you will learn many new skills and techniques that go well beyond the basics. You will learn how format multiple worksheets at the same time. You will also learn to create formulas and functions that add cells from multiple worksheets. You will learn several intermediate-level mathematical functions and how to nest functions inside other functions. You will also learn to filter, sort, and subtotal a list of data. You will use various techniques for customizing a worksheet, including restricting data entry, protecting cells from modifications, adding comments, using conditional formatting, and creating a template. Additionally, you will learn to create and modify charts, including column, bar, and pie 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

Reviewing Excel Basics

- Review Exercise

Using Multiple Sheets

- Grouping and Formatting Multiple Sheets
- Adding Cells From Multiple Sheets using a Formula
- Adding Cells From Multiple Sheets using SUM
- Making the Formula Bar Bigger
- Copying a Worksheet
- Renaming a Worksheet
- Editing a Multiple Sheet Formula

Using Functions Beyond the Basics

- Using the IF Function
- Using the AND Function
- About the OR Function
- Using the TODAY Function
- Using the RANK Function
- Using the COUNTA Function
- Using the AVERAGE Function
- Using the MEDIAN Function
- Using the COUNTIF Function
- Summing Non-Contiguous Cells

Working with Lists

- Moving Through a List
- Freezing Rows at the Top of a List
- Using Filters to Hide Rows
- Applying Criteria to Multiple Columns
- Removing Criteria
- Finding Top Values
- Sorting by One or More Columns
- Sorting by Color
- Generating Automatic Subtotals
- Displaying Multiple Subtotals

Customizing Spreadsheets

- About Content, Formatting, and Comments
- Copying Formatting
- Identifying Yourself as the Author of a Comment
- Adding Cell Comments
- Showing and Hiding Comments
- Deleting Comments
- Applying Conditional Formatting
- Validating Data Entry
- Creating a Custom Error Message for Invalid Entries
- Protecting Cells from Modifications
- Creating a Template
- Using a Template

Creating Charts

- Understanding Chart Data
- Creating a Quick Chart
- Switching Row and Column Headings
- Modifying Chart Data
- Changing the Chart Type
- Working with Column Charts
- Working with Pie Charts
- Creating a Combination Chart
- Adding and Formatting a Chart Title
- Changing Chart Colors
- Adding and Modifying Labels
- Adding a Data Table
- Renaming a Chart Sheet
- Embedding a Chart on a Spreadsheet
- Moving the Chart within the Spreadsheet
- Moving the Chart to a New Sheet
- Printing Charts
- Deleting a Charts

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