



## **EXCEL INTERMEDIATE**

**Course length:** 1 day (6 hours)

**Overview:** This course will show you worksheet management, headers and footers, finding and replacing data, sorting and filtering, cell referencing, and basic formulas and functions.

Prerequisites: Excel Introduction or equivalent experience.

**Class Fee:** \$219

### **CLASS OUTLINE**

#### **Working with Rows and Columns**

- Inserting or Deleting a Row or Column
- Modifying Row Height and Column Width
- Formatting an Entire Row or Column
- Hiding or Un-hiding a Row or Column

#### **Using Themes**

- Choosing a Theme for a Worksheet
- Customizing a Theme
- Customizing a Theme by Selecting Fonts and Effects

#### **Modifying a Worksheet's Onscreen and Printed Appearance**

- Formatting a Worksheet Background
- Changing the Color of a Worksheet Tab
- Viewing and Printing a Worksheet's Gridlines
- Viewing and Printing Column and Row Headings

#### **Inserting Headers and Footers**

- Adding Page Numbers to a Worksheet
- Inserting a Predefined Header or Footer
- Adding Content to a Header or Footer
- Using Headers to Print Titles

#### **Preparing a Document for Printing**

- Adding and Moving a Page Break
- Setting Margins
- Setting a Worksheet's Orientation
- Scaling a Worksheet to Fit on a Printed Page
- Using Paste Special to Copy Special Data

#### **Organizing Worksheets**

- Copying a Worksheet
- Renaming a Worksheet
- Repositioning the Worksheets in a Workbook
- Hiding and Un-hiding a Worksheet
- Inserting a New Worksheet into a Workbook
- Deleting a Worksheet from a Workbook

#### **Working with Multiple Worksheets**

- Working with Multiple Worksheets in a Workbook
- Hiding and Un-hiding Worksheet Windows in a Workbook

#### **Using Zoom and Freeze to Change the Onscreen View**

## **Finding and Replacing Data**

- Locating Data with the Find Command
- Replacing Data with the Replace Command
- Navigating Data with the Go To Command

## **Ensuring Your Data's Integrity**

- Restricting Cell Entries to Certain Data Types
- Allowing Only Specific Values to Be Entered in Cells
- Removing Duplicate Cells, Rows, or Columns from a Worksheet

## **Sorting Data**

- Sorting Data on a Single Criterion
- Sorting Data on Multiple Criteria
- Sorting Data Using Conditional Formatting
- Sorting Data Using Cell Attributes

## **Filtering Data**

- Using AutoFilter
- Creating a Custom AutoFilter
- Filtering Data Using Conditional Formatting
- Filtering Data Using Cell Attributes

## **Subtotaling Data**

- Grouping and Ungrouping Data for Subtotaling
- Subtotaling Data in a List

## **Setting Up Data in a Table Format**

- Formatting a Table with a Quick Style
- Using the Total Row Command in a Table
- Adding and Removing Rows or Columns in a Table

## **Building Basic Formulas**

- Creating a Formula that Performs Addition
- Creating a Formula that Performs Subtraction
- Creating a Formula that Performs Multiplication
- Creating a Formula that Performs Division

## **Using Cell References in Formulas**

- Using Relative Cell References in a Formula
- Using Absolute Cell References in a Formula
- Referring to Data in Another Worksheet
- Referencing Data in Another Workbook

## **Using Cell Ranges in Formulas**

- Naming a Range
- Changing the Size of a Range
- Keeping Track of Ranges
- Creating a Formula that Operates on a Named Range

## **Summarizing Data with Functions**

- Using SUM
- Using COUNT
- Using COUNTA
- Using AVERAGE
- Using MIN
- Using MAX