



## Microsoft Excel Intermediate training course

*In this Microsoft Excel intermediate training class you are shown how to utilize this powerful spreadsheet application. See immediate results with this hands-on course. You will be able to plan and create an organized spreadsheet, use absolute and relative cell references, understand the importance of labels and values, create pivot tables, and export your data into a range of file formats. Our Instructors can show you how to efficiently produce your own spreadsheet for data management and analysis.*

### What you'll learn in this intermediate Microsoft Excel training course

- The basics of Microsoft Excel
- How to format and edit cells
- How to build formulas and functions
- How to display and analyze data
- How to build charts

### Audience for this intermediate Excel training course

This Microsoft Excel training class is for professionals who would like to learn to use and utilize the functions available in this powerful spreadsheet application.

### Training course duration

This class is a one day in length. It runs from 10:00 am- 5:00 pm ET. Lunch break is approximately from noon-1:00 pm.

### Training course curriculum

This training course uses provided lesson files and instructor selected resources.

### Enrolling in this intermediate Microsoft Excel training course

You can register for this training class online at [agitraining.com](http://agitraining.com), or by calling 781-376-6044 or 800-851-9237.

### Locations for this intermediate Microsoft Excel training course

You can attend classes at your training centers located in Boston and Philadelphia, on site at your office, or on-line. You can select the course location at the time of your registration.

### Private and customized training course options

This training course can be offered as a private class for groups or individuals, and the content can be customized to meet your specific needs. You can call to speak with a training representative at 781-376-6044 or 800-851-9237 to discuss customizing this training course.

### Goals and objectives for this training course

American Graphics Institute is focused on providing high-quality training courses for your professional development. We provide regularly scheduled small group courses along with private or customized training.



## Microsoft Excel intermediate topics:

### **Review of foundational Excel tasks**

- Excel workbook navigational tips and tricks
- Review of formulas
- Cell ranges
- Formatting review
- Review of cell styles
- Review conditional formatting
- Review of themes
- Chart review

### **Working with lists**

You can create your own custom lists, and use them to sort or fill.

- Creating a list
- Database terms
- Sorting a list by one column or multiple columns
- Searching records
- Filtering records in a list
- Extracting records
- Grouping records

### **Using data validation for entering data**

Apply data validation to restrict the type of data or value that others can enter into the cell.

- Working with text
- Splitting Text
- Joining Text
- Removing Dups

### **Data Tables and data filtering and sorting**

- Named Ranges
- VLookup and Xlookup

### **Using custom Excel templates**

Keep branding colors, type, and other styles consistent by using a template.

- Saving a workbook as a template

### **Opening a custom template**

- Protecting workbooks
- Workbook protection levels
- Accessing templates
- Using a template
- Saving a workbook as a template
- Deleting templates

### **Using worksheet and workbook protection**

- Unlocking cells in a protected worksheet
- Hiding and Protecting formulas

### **If Functions**

- Subtotals
- Paste Special

### **Data Validation**







