



Intermediate Microsoft Excel (1 Day)

COURSE GOAL: To familiarize users with the Charting, Database and more advanced features of Microsoft Excel.

PREREQUISITES: Beginning Windows, previous level, and/or equivalent skills.

LEARNING OBJECTIVES:

Students will be able to:

- Create a more powerful worksheet
- Create, sort and query a database
- Customize the Excel work environment
- Accelerate their work with Excel Macros

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Use Natural Language References
<input type="checkbox"/>	<input type="checkbox"/>	Use the If/Then Statement
<input type="checkbox"/>	<input type="checkbox"/>	Use the Toolbar
<input type="checkbox"/>	<input type="checkbox"/>	Sort/Query a Database
<input type="checkbox"/>	<input type="checkbox"/>	Create a Pivot Table
<input type="checkbox"/>	<input type="checkbox"/>	Use Conditional Formatting
<input type="checkbox"/>	<input type="checkbox"/>	Put a Comment in a Cell
<input type="checkbox"/>	<input type="checkbox"/>	Use Scenario Manager
<input type="checkbox"/>	<input type="checkbox"/>	Create and Run a Macro

If you answered NO to three or more of these questions you should attend this class.

KEY TOPICS:

I. Managing Your Worksheet

- A. Naming Ranges
- B. Conditional Formatting
- C. Trace Dependents & Precedents
- D. Using Comments
- E. Protecting Data

II. Using Excel as a Database

- A. Creating a Database
- B. Finding & Deleting Records
- C. Using Filter
- D. Advanced Filtering
- E. Sorting
- F. Adding Subtotals
- G. PivotTable Report

III. Charts

- A. Creating a Chart
- B. Modifying Chart Data
- C. Printing a Chart

IV. Managing Data

- A. The IF Function
- B. Concatenation
- C. Scenario Manager

V. Recording Macros

- A. Recording a Macro
- B. Running a Macro
- C. Macro Options