

Excel – Beyond the Basics

Prerequisite

A good working knowledge of Microsoft Excel

Course Description

This course is for those students who have a basic understanding of Microsoft Excel. Students will learn how to create absolute and mixed reference formulas. They will learn how to create links between worksheets. They will explore the consolidating and outlining features. Students will learn how to create named ranges and custom views.

Objectives

Calculations

- Create Functions
- Use the Paste Function Button
- Use Relative References
- Use Absolute References
- Use the Fill Handle to Create a Series

Linking and Consolidating

- Create a Link Between Sheets (3D Reference)
- Consolidate Data Without a Link
- Consolidate Data With a Link

Named Ranges and Custom Views

- Create Range Names
- Create Custom Views
- Show Custom Views

Class Length

90 minutes
Instructor lead, hands-on course