

Microsoft Excel Intermediate

Prerequisite

Excel Introduction or a basic working knowledge of Excel

Course Description

This course builds on the topics covered in *Excel Introduction*. Students will learn how to create absolute reference formulas and how to use the Insert Function command. They will learn how to link and consolidate data; and print only selected areas of a document. They will learn to use the various the database commands and functions available in Excel.

Objectives

Calculations

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

Formats

- Apply Borders and Fill Color
- Create a Custom Format
- Use AutoFormat

Outlining

- Apply Auto Outline
- Create a User Defined Outline
- Collapse and Expand the Outline

Linking and Consolidating

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

Copy, Paste and Link Data

- Copy and Use Paste Link
- Copy and Transpose Data

Database Commands

- Use the Data Form
- Sort Data
- Filter Data Using Autofilter
- Create Custom Filters
- Create Subtotals

Printing

- Set a Print Area
- Set Print Titles
- Set and Remove Page Breaks

Class Length

3.5 hours
Instructor-led, hands-on course