**Excel Intermediate: For version 2010, 2013 or 2016**

**Course Description**

Microsoft Excel is a powerful tool you can use to create and format spreadsheets and analyze and share information to make more informed decisions. This class will take students beyond the basics and help them to more fully utilize Excel in the work environment

**Who Should Attend**
Students who have some experience using Excel and are comfortable with the basics of the structure and functionality.

**Prerequisites**Excel Introduction or equivalent skills. Must be able to create, open, save, format and print a worksheet. Should be able to use formulas and the SUM function. The ability to copy, move and delete values and formulas is required.

**Course Outline**

* **Working with Worksheets**

Viewing, Renaming, and Color-coding Worksheets
Editing a Group
Manipulating Worksheets
Creating Linked Formulas
Using 3-D References

* **Working with Functions**

Using Absolute Cell References
Creating and Using Named Ranges
Using Custom Zoom
Using Functions
Working with Insert Function
Using Financial Functions
Using Date Functions
Working with Auditing and Error Checking Tools

* **Working with Charts**Creating Charts
Changing the Chart Location and Size
Changing the Chart Type
Modifying Chart Elements
Adding and Removing Data Series
Applying a Chart Filter
* **Using Table Features**Creating, Sorting, Filtering a Table
Working with the Total Row
Creating a Calculated Column
Formatting a Table
* **Working with Formatting and Data Validation**Applying Conditional Formatting
Using Data Validation
Creating and Using Custom Formats
* **Using Protection and Shared Workbook Features**Protecting Workbooks
Allowing Users to Edit Ranges
Working with Shared Workbooks
Highlighting Tracked Changes
* **Using Styles and Templates**Working with Cell Styles
Merging Styles
Using Templates
Creating Templates

**Course Format – 6 hours**Combination lecture and classroom exercises. Each student must bring their own laptop with Excel pre-loaded.