**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.