

MS Excel Course Outline – Intermediate level

Course Objectives

This intermediate MS Excel course is designed for users who have attended an introductory level course or are already confident with the basic features.

By the end of this course you will be able to work with multiple worksheets and workbooks, work with ranges, format numbers, create subtotals and consolidate data. You will learn about how to name cells, filter data, work with graphics, create mini charts with Sparklines and create and manage templates.

Estimated course duration is 3-4 hours. Each lesson takes on average 3-5 minutes to complete.

Topics covered

Multiple Workbooks and Worksheets

- Using Multiple Workbooks
- Linking Workbooks
- Linking Worksheets with 3-D Formulas
- Managing Workbooks
- Headers and Footers

Working with Ranges

- Creating Named Ranges
- Using Named Ranges in formulae
- Editing Named Ranges

Creating Graphics

- Inserting Text Boxes
- Inserting Pictures
- Inserting Online Pictures
- Inserting Shapes
- Inserting SmartArt

Excel Tables

- Creating an Excel Table
- Editing an Excel Table
- Inserting and deleting rows and columns in tables
- Sorting
- Filtering
- Totals
- Creating a dropdown list for table entry
- Removing duplicate rows
- Advanced Filtering

Worksheet Display

- Freezing Panes
- Transpose Columns and Rows
- Create a Custom View
- Group and Ungroup Worksheets

Advanced Formatting

- Using Special Number Formats
- Using Functions to Format Text
- Working with Styles
- Working with Themes

Outlining and Subtotals

- Outlining
- Consolidating Data
- Creating Subtotals

Additional Saving Options

- Saving Workbooks as Web Pages
- Web and Sharing Features
- Using Office Templates
- Creating and Managing Templates
- Digitally Signing a Workbook

Advanced Charts

- Sparklines
- Chart Formatting Options
- Combo Charts