

MS Excel 365 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 of Excel. The lessons show the desktop and web version.

By the end of this course you will be able to work with multiple worksheets and workbooks, alter your worksheet display, work with additional formatting options such as custom number formats and paste special, use conditional formatting and find blank cells, work with ranges of cells using named ranges, work with objects i.e. text boxes and screenshots, work with Tables, sort and filter data, use outlining and consolidate and use subtotals, protect worksheets/books and create and manage templates.

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

Using Multiple Workbooks and Worksheets

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

Worksheet Display Features

- Hide and Show
- Arranging Workbooks
- Freezing Panes
- Create Custom Views
- Grouping and Ungrouping Worksheets
- Split Command
- Advanced Printing Settings

Additional Formatting Options

- Cell Borders
- Custom Number Formats
- Paste Special Options
- Using Functions to format text
- Working with Styles
- Working with Themes

Conditional Formatting

- Creating Rules
- Creating Rules using Formulas
- Finding Blank Cells

Working with Ranges

- Creating Named Ranges
- Using Named Ranges in Formulas
- Editing Named Ranges

Using Objects

- Inserting Text Boxes
- Inserting Pictures
- Inserting Shapes and Icons
- Inserting SmartArt
- Screenshots

Excel Data and Tables

- Creating Excel Tables
- Formatting Excel Tables
- Table Totals
- Inserting/Deleting Table Rows and Columns
- Sorting Data
- Filtering Data
- Data Validation Drop-Down Lists
- Removing Duplicates
- Using Slicers

Outlining Data

- Outlining
- Consolidating Data
- Creating Subtotals

Additional Saving Options

- Protecting Workbooks
- Protecting Worksheets
- Saving Workbooks and Web Pages
- Creating and Managing Templates
- Digitally Signing a Workbook