



Intermediate Excel Class

This intermediate Excel course moves into more advanced functionality to locate, calculate, summarize and format data. Learn to summarize and organize data in Excel with Pivot Tables, write advanced functions using VLOOKUP, and create advanced charts. Discover statistical formulas like COUNTIFS and SUMIFS to better understand data, and learn Excel techniques to work more efficiently. Attend this intermediate Excel training and learn to use tools and techniques that will make you efficient in summarizing, calculating and validating data.

What you learn in this intermediate Excel course

- **Data validation:** Learn to restrict what can be entered into a cell or create drop-down menus to select pre-populated data.
- **Sort & filter:** Find out how to sort data either alphabetically or by the size of the number
- **PivotTable:** More easily analyze and summarize large data sets, creating comparisons and identifying trends.
- **VLOOKUP:** Learn how to retrieve the value from a table depending upon another value in a column, such as a city name associated with a ZIP code.
- **IF statements:** Discover how to create formulas that produce different results depending upon conditions.
- **SUMIFs:** Create conditional sum values that total values from cells that meet a specific condition you define.
- **COUNTIFs:** Count the number of cells in a range that meet a specific condition.
- **Split and Join Text:** Use Text to Columns to separate text into multiple columns
- **Navigation shortcuts:** Learn to more efficiently navigate around the Excel workspace and worksheets.
- **Using templates:** Keep branding colors, styles, and fonts consistent.



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Topics

Review of foundational Excel tasks necessary for advanced work

- Excel workbook navigational tips
- Review of formulas
- Cell ranges
- Formatting review
- Cell styles
- Conditional formatting
- Themes
- Charts

Using data validation for entering data

Apply data validation to restrict data types or value others can enter into the cell.

- Working with text
- Splitting Text
- Joining Text
- Removing Duplicates

Working with lists

You can create your custom lists and use them to sort or fill. Creating a list

- Database terms
- Sorting a list by one column or multiple columns
- Searching records
- Filtering records in a list
- Extracting records
- Grouping records
- Splitting and joining text

PivotTables

- Creating Pivot tables

If Functions

- IF statements
- SUMIF
- COUNTIF

Data Tables, data filtering and sorting

- Named Ranges
- VLookup
- Xlookup

Using custom Excel templates

Keep branding colors, type styles, and other styles consistent using a template.

- Saving a workbook as a template
- Opening a custom template
- Accessing templates
- Using a template
- Saving a workbook as a template
- Deleting templates

Protecting workbooks

- Workbook protection levels
- Using worksheet and workbook protection
- Unlocking cells in a protected worksheet
- Hiding and Protecting formulas