

Intermediate Microsoft Excel

The intermediate Excel class focuses on more advanced functions (including VLOOKUP, COUNTIFS and SUMIFS), Sort & Filter, and Pivot Tables. You'll also learn crucial text-related features like splitting and joining text, removing duplicates, and data validation. Embedded in the course are pivotal time-saving tricks like Paste Special, keyboard shortcuts, and navigation techniques.

Course Outline

Worksheet Management

Navigation

Keyboard shortcuts that facilitate quick and easy navigation around the worksheet

Paste Special

Use Paste Special to apply formats, as well as perform calculations on selected cells

Working with Text

Splitting Text

Use Text to Columns to split text into multiple cells

Joining Text

Join text from separate cells

Named Ranges

Assign a name to a range of cells to make it easier to reference those ranges in calculations

Data Validation

Create a drop-down menu to make data entry quicker and more efficient

Sort & Filter

Use Sort & Filter to find and organize data in large databases

Remove Duplicates

Use Remove Duplicates to eliminate duplicate data

Database Functions

VLOOKUP

Use Vlookup to find information in one column and return information from another column

HLOOKUP

Use Hlookup to find information in one row and return information from a second row

VLOOKUP - Closet Match

If an "Exact Match" cannot be found, Vlookup can still be used to find the closest match

Logical Functions

AND, OR

Tests to see whether multiple conditions are true

IF statements

Use IF statements to return output based on the contents of another cell

Pivot Tables

Pivot Tables

Create Pivot Tables to quickly summarize large databases

Pivot Tables & Grouping

Group within Pivot Tables

Multiple Pivot Tables

Create multiple Pivot Tables on a single worksheet

Statistical Functions

Ranking

Use Rank.eq and Rank.avg functions to determine a cell's position within a larger array

COUNTIFS

Use COUNTIFS function to count cells based on one or more conditions

SUMIFS

Use SUMIFS function to sum cells based on one or more conditions

Advanced Charts

Combo Charts

Combine two or more charts into a single chart, with the option of adding a secondary axis

End of Class Project

Project

End of class project to review key concepts from the class

Contact

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