COURSE SYLLABUS

Intermediate Excel Course (Self-Paced)

Learn intermediate Excel functions like VLOOKUP and SUMIFS, and how to summarize data with Pivot Tables, Sort & Filter databases, and split and join text. Gain the skills needed to utilize complex Excel functions and prepare for more advanced training.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/excel-intermediate-online



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Course Outline

Worksheet Management

Navigation

Keyboard shortcuts that facilitate quick and easy navigation within cells

Formula Review

Review various methods for completing calculations

Working with Text

Splitting Text

Use Text to Columns to split text into multiple cells

Joining Text

Join text from separate cells

Cell Ranges

Paste Special

Apply formats and perform calculations on selected cells

Paste Special Values

Hardcode the answer to a formula or function

Named Ranges

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

Database Functions

VLOOKUP & XLOOKUP

Use VLOOKUP and XLOOKUP to find information in a cell range and return information from another cell range

Sort & Filter

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

PivotTables

PivotTables

Create PivotTables to quickly summarize large databases

PivotTables & Grouping

Group within PivotTables

Multiple PivotTables

Create multiple PivotTables on a single worksheet

Logical Functions

IF statements

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

AND, OR

Tests to see whether multiple conditions are true

Math Functions

SUBTOTAL

Use SUBTOTAL function to sum/average/count values based on what is not filtered

Statistical Functions

SUMIFS

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

COUNTIFS

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

Improve Data Quality

Data Validation

Restrict the type of data that can be allowed in a cell

Remove Duplicates

Eliminate duplicate row data

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