

# 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 in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto: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