



Computer Consultants Corporation

Microsoft Excel

Intermediate

Length of course: 1 class day (6 hours)

Objective(s): To expand on introductory skills, including adding graphics, using more complex functions, working with multiple worksheets, and creating templates.

Prerequisites: Introduction to Excel or demonstrated familiarity with its topics.

Dealing with large sheets

- Sorting
- Freezing headers
- Splitting panes
- Inserting page breaks
- Working with page break preview

Templates and Graphics

- Using built-in templates
- Inserting clip art and pictures
- WordArt
- AutoShapes
- Text Boxes
- Layering Objects

Multiple Sheet Workbooks

- Copying worksheets
- Linking cells
- 3D formulas
- Formatting multiple sheets
- Fill across worksheets
- Defining named ranges
- Selecting a named range
- Using range names in formulas
- Defining named constants
- Protection options
- Printing multiple sheet workbooks

Financial Functions

- Periods, rates, payments, and amounts
- PMT (Payment) function
- FV (Future Value) function

Data Analysis

- Excel's auditing tools
- Goal Seek
- Installing and using the Solver add-in
- Using the rank and percentile analysis tool
- Entering data using the data form
- Using subtotaling
- Filtering a list with AutoFilter
- Extracting data with the advanced filter

PivotTables and PivotCharts

- Creating a PivotTable
- Manipulating PivotTable fields
- Changing the summary function
- PivotTable AutoFormats
- Creating a PivotChart
- Adding a trend line
- Saving PivotTables for the web

Formatting Cells

- Applying styles
- Creating and editing styles
- Custom number formats

Grouping and Outlining

- Automatically outlining a worksheet
- Create groups manually
- Removing groups
- Turning off the outline