Course Outline	Intermediate Microsoft Excel	Yukon Learn

OVERVIEW

Designed for Excel users that want to expand their knowledge. Topics include: Improving formatting, intermediate formulas, pivot tables, protection and optimizing data. This course has been designed to be highly modular, letting us focus on the requirements of individual learners.

COURSE OBJECTIVES

Participants will gain knowledge in:

- o Data analysis and presentation tools such as: Charting, Pivot Tables with Excel
- o Intermediate formulas and formatting (Conditional Formatting, LOOKUP functions etc.)
- o Understanding of Data integrity and using Excel to maintain accuracy of data
- o Collaboration & Protection
- o An introduction to Macros and VBA

OUTLINE

CHARTING WITH EXCEL

- Selecting the data to chart
- Creating a chart
- Choosing the right chart for the job
- Customizing charts
- Saving and copying a chart's design

TABLES

- Why tables?
- How to tables
- Tables and charts
- Converting tables back to normal ranges

CONDITIONAL FORMULAS AND FORMATTING

- The IF function
- Conditional formatting: Based on a cell value or a formula
  - with Built-In Rules: Learn to create top/bottom and highlight cell rules, as well as to apply icon sets and data bars.
  - with Custom Rules: Learn to create custom conditional formatting rules based on formulas.
- Goal seek
- Sparklines

DATA ANALYSIS

- Creating PivotTables: Learn to create and modify basic PivotTables (for quickly summarizing and highlighting data).
- Pivot Charts

VALIDATING AND UPDATING

- Data Validation: Learn how to use Data Validation to ensure that users enter valid data in input cells.
- Data Validation Lists: Use to restrict user's ability to enter invalid data in cells by providing them with a drop-down list of valid options.

PRESENTING AND REPORTING

- Built-in templates: Accessing and using Excel's templates; saving your own templates
- Creating and managing templates: Creating, using and modifying a custom template file
- Outlining tools: Formatting a spreadsheet as a outlined table with subtotals
- Styles: Learn how to apply built-in number styles and create your own custom styles packages
- Integration with other Microsoft products

INTERMEDIATE FORMULA KNOWLEDGE

- XLOOKUP
- VLOOKUP with Approximate Match: Learn to use VLOOKUP to find an approximate match and return it or the corresponding value from another column.
- VLOOKUP with Exact Match
- Other Lookup Methods: Learn to work with INDEX, MATCH and HLOOKUP
- Date and Time functions

AUDITING WORKBOOKS

- Tracing formula errors
- Tracing precedents and dependents
- Viewing formulas
- Error checking

COLLABORATION & PROTECTION

- Protecting a workbook
- Protecting worksheets and cells
- Adding comments to cells

AUTOMATING TASKS USING SIMPLE MACROS

- Creating simple macros using the macro recorder to automate tasks