

KEEP IT SIMPLE COMPUTER TRAINING

WWW.KEEPITSIMPLE.NET

866-PC-SKILLS

Course Title:	Intermediate Microsoft Excel
Course Length:	1 day
Prerequisite:	Introduction to Microsoft Excel
Course Description:	Topics include creating custom templates, using styles, linking formulas, using AutoFill, using 3-D references, using absolute references, using named ranges, filtering, sorting, hyperlinks, and using graphic objects in sheets.
Performance Objectives: Students will become skilled in ...	<ol style="list-style-type: none">1. Using Templates and Styles<ol style="list-style-type: none">1.1. Creating and Applying Styles1.2. Modifying Styles1.3. Merging Styles1.4. Creating a Custom Number Format Style1.5. Designing and Editing Templates1.6. Saving a Workbook as a Template2. Using Range References<ol style="list-style-type: none">2.1. Creating Absolute Cell References2.2. Using Text and Date References in Formulas2.3. Creating a Custom Series2.4. Creating Formulas that Link Sheets2.5. Using 3-D Range References2.6. Assigning Range Names2.7. Using Range Names in Formulas2.8. Creating Range Names from Headings3. Working with Large Worksheets<ol style="list-style-type: none">3.1. Printing Titles3.2. Using Page Break Preview3.3. Inserting Hard Page Breaks3.4. Protecting Cells, Sheets and Workbooks4. Using Lists<ol style="list-style-type: none">4.1. Filtering Lists4.2. Using Custom Filters4.3. Sorting Data4.4. Using Outlining5. Hyperlinks and Web Pages<ol style="list-style-type: none">5.1. Creating Hyperlinks to Sheets5.2. Creating Hyperlinks to Other Files5.3. Creating Hyperlinks to Internet Resources5.4. Saving Excel Data as a Web Page6. Working with Graphic Objects<ol style="list-style-type: none">6.1. Inserting a ClipArt Image6.2. Sizing and Moving Graphics6.3. Using the Picture and Drawing Toolbars6.4. Inserting AutoShapes6.5. Inserting Text Boxes