

KEEP IT SIMPLE COMPUTER TRAINING

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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. Working with Multiple Worksheets<ol style="list-style-type: none">1.1. Selecting Multiple Sheets1.2. Performing Edits on Multiple Sheets1.3. Data Entry Shortcuts Using Multiple Sheets2. Using Templates and Styles<ol style="list-style-type: none">2.1. Creating and Applying Styles2.2. Modifying Styles2.3. Merging Styles2.4. Creating a Custom Number Format Style2.5. Designing and Editing Templates2.6. Saving a Workbook as a Template3. Using Range References<ol style="list-style-type: none">3.1. Creating Absolute Cell References3.2. Using Text and Date References in Formulas3.3. Creating a Custom Series3.4. Creating Formulas that Link Sheets3.5. Creating Summary or Rollup Sheets3.6. Using 3-D Range References3.7. Assigning Range Names3.8. Using Range Names in Formulas3.9. Creating Range Names from Headings4. Working with Large Worksheets<ol style="list-style-type: none">4.1. Printing Titles4.2. Using Page Break Preview4.3. Inserting Hard Page Breaks4.4. Protecting Cells, Sheets and Workbooks5. Sorting, Filtering and Subtotals<ol style="list-style-type: none">5.1. Filtering Lists Using AutoFilter5.2. Using Custom and Advanced Filters5.3. Sorting Data5.4. Using the Subtotal Function on Filtered Data6. Hyperlinks<ol style="list-style-type: none">6.1. Creating Hyperlinks to Sheets6.2. Creating Hyperlinks to Other Files6.3. Creating Hyperlinks to Internet Resources6.4. Saving Excel Data as a Web Page