



Intermediate Excel Course Outline

COURSE DESCRIPTION: For the casual spreadsheet user. Students will create charts and graphical representation of numeric data for visual communication. Students will develop list-management skills to organize data, including filters, sort and sub-totals.

COURSE OBJECTIVES:

1. Review formulas, functions and errors
2. Validate and filter data
3. Understand logical functions
4. Create charts
5. Develop basic skills in creating macros

OUTLINE OF TOPICS TO BE COVERED

- Review
 - Formulas
 - Functions
 - Errors
- Data Validation
- Filtering Data
 - Custom criteria
 - Multiple -condition criteria
 - Sorting a filtered list; Top Ten
- Subtotals
- Logical Functions
 - Name Ranges
 - IF
 - VLOOKUP
 - ISERROR
 - Conditional Format
- Creating charts
 - Creating an embedded chart
 - Creating a chart sheet
- Introduction to Macros
 - Create recorded macro
 - EditVBA

HOURS:6