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:
 I. 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