Microsoft Excel - Intermediate

Sunday, May 16: 9am-3pm PT | 10am-4pm MT | 12pm-6pm ET

Online via Zoom (The link will be sent to registered participants)

The fee for this course is $10.00

Course Outline

Working with Named Ranges
- *Understanding Named Ranges*
- *Defining Named Ranges*
- *Using Named Ranges in Formulas*

Working with Tables
- *What is a Table?*
- *Creating Tables*
- *Resizing Tables*
- *Choosing a Table Style*

Outlining and Grouping Data
- *Outlining Data*
- *Showing and Hiding Outline Details*
- *Grouping Data*
- *Creating Subtotals*

Using Advanced Functions
- *Relative versus Absolute Reference*
- *Financial: PMT*
- *Table Lookup: VLOOKUP, HLOOKU*
- *Logical: IF*
- *Text: CONCATENATE, LEFT, RIGHT, LOWER*
- *Date and Time: TODAY, DAYS*

Using Custom Autofill Lists
- *Creating a Custom Autofill List*
- *Using a Custom Autofill List*
- *Modifying a Custom Autofill List*

Using Comments
- *Inserting Comments*
- *Editing Comments*
- *Deleting Comments*

Miscellaneous
- *Conditional Formatting*
- *Flash Fill*
- *Auto Calculation*
- *Quick Analysis*
- *Duplicates*
- *Text to Columns*

Pre-requisite for this course: A basic knowledge of Microsoft Excel
Learn a basic level of Microsoft Excel online for free at:
https://edu.gcfglobal.org/en/excel2016/

Registration for this course with pre-payment is required:
https://iicanada.org/form/microsoft-excel-intermediate-0

For more information, please email: epb.crcprairies@iicanada.net, or call/text: Zull Punjani at 403-689-8584 or the EPB office at (403) 215-6200 Ext. 7039