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**Microsoft Excel Intermediate**

**Sunday December 5, 2021 Evening Class**

**3:00 PM-7:30 PM BC, 4:00 PM-8:30 PM Alberta, 6:00 PM-10:30 PM Eastern Time**

**On Line Via Zoom (Link will be sent to registered participants)**

**Fee for this one evenings information session is $10.00**

**Participants will acquire Intermediate knowledge on how to effectively use Microsoft Excel**

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| ***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 the Table*
* *Choosing a Table Style*
* Adding new records or fields
* Using the Total Row
* Adding new records or fields
* Using the Total Row

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

***Using Custom Autofill Lists**** *Use built in Custom Autofill Lists*
* *Create a personalized Autofill List*
* *Modifying a Custom Autofill List*
 | ***Using Advanced Functions**** *Relative versus absolute reference*
* *Financial: PMT*
* *Table Lookup: VLOOKUP, HLOOKU*
* *Logical: IF and SUMIF*
* *Text: CONCATENATE, LEFT, RIGHT, LOWER*
* *Date & Time Calculations and Functions: TODAY, DAYS*

***Miscellaneous**** *Conditional Formatting*
* *Visually identify data of interest*
* *Flash Fill*
* *Create new data based on an existing data pattern*
* *Auto Calculation*
* *Quick Analysis*
* *Removing Duplicate values from a*
* *Text to columns*
* *Split mixed data that has a delimiting character*
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 **Course Outline**

**Video Recordings link of this Class will be sent to all attendees who join live session only.**

**Pre-Requirement for this course: Basic Knowledge of Microsoft Excel**

**Please learn Microsoft Excel Basic on line free class at** <https://edu.gcfglobal.org/en/excel2016/>

**Advanced Registration with Pre-Payment Required**

[**https://iicanada.org/form/introduction-microsoft-excel-intermediate-0**](https://iicanada.org/form/introduction-microsoft-excel-intermediate-0)

**For more information and to register E-mail: epb.crcprairies@iicanada.net**

**Phone or Text: Zull Punjani 403-689-8584 or EPB Prairies Office: Message # (403) 215-6200 Ext. 7039**

**\*\*Please visit https://www.iicanada.org/ for more information\*\***