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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* |

**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\*\***