

Intermediate Excel for Business

Course Overview

Intermediate Excel for Business covers the essential applications of Excel used frequently by business professionals. This course is perfect for those with familiarity with basic formulas and functions, charts, and workbook management techniques. In this intermediate-level course, you will learn Pivot Tables, database functions including VLOOKUP and SUMIFS, and logical and statistical functions. We will show you crucial database management tools including Named Ranges, Sort & Filter, and Data Validation. Throughout the class we'll show you tricks and techniques to work more efficiently, including navigational and keyboard shortcuts. In this hands-on course you will work on real-world examples, reinforcing the concepts with practice throughout the class, as well as a cumulative project at the end. Each attendee will receive access to our revolutionary Excel Fundamentals video suite, with lifetime access to several hours of premium content.

Worksheet Management

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| 1) | Navigation | Keyboard shortcuts that facilitate quick and easy navigation around the worksheet |
| 2) | Paste Special | Use Paste Special to apply formats, as well as perform calculations on selected cells |

Working with Text

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|----|-------------------|---|
| 3) | Splitting Text | Use Text to Columns to split text into multiple cells |
| 4) | Joining Text | Join text from separate cells |
| 5) | Named Ranges | Assign a name to a range of cells to make it easier to reference those ranges in calculations |
| 6) | Data Validation | Create a dropdown menu to make data entry quicker and more efficient |
| 7) | Sort & Filter | Use Sort & Filter to find and organize data in large databases |
| 8) | Remove Duplicates | Use Remove Duplicates to eliminate duplicate data |

Database Functions

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| 9) | VLOOKUP | Use VLOOKUP to find information in one column and return information from the same row of another column |
| 10) | HLOOKUP | Use HLOOKUP to find information in one row and return information from the same column of another row |
| 11) | VLOOKUP - Closet Match | If an "Exact Match" cannot be found, VLOOKUP can still be used to find the closest match |

Logical Functions

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| 12) | AND, OR | Tests to see whether multiple conditions are true |
| 13) | IF statements | Use IF statements to return output based on the contents of another cell |

Pivot Tables

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| 14) | Pivot Tables | Create Pivot Tables to quickly summarize large databases |
| 15) | Pivot Tables & Grouping | Group within Pivot Tables |
| 16) | Multiple Pivot Tables | Create multiple Pivot Tables on a single worksheet |

Statistical Functions

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|-----|----------|---|
| 17) | Ranking | Use Rank.eq and Rank.avg functions to determine a cell's position within a larger array |
| 18) | COUNTIFS | Use COUNTIFS function to count cells based on one or more conditions |
| 19) | SUMIFS | Use SUMIFS function to sum cells based on one or more conditions |

Advanced Charts

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| 20) | Combo Charts | Combine two or more charts into a single chart, with the option of adding a secondary axis |
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End of Class Project

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| 21) | Project | End of class project to review key concepts from the class |
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