



MONROE BUSINESS ASSOCIATES INTERMEDIATE EXCEL (6 hours)

Who should attend:

Individuals attending this course should be familiar with the basics of Excel and are looking to understand range names, functions and data consolidation.

Prerequisites:

A working knowledge of the skills outlined within *Introduction to Excel* is required. This course may be taken instead of Intermediate Excel A, B or C.

Course Outline:

Understanding Range Names

- Naming Cells
- Using Names in formulas
- Editing Ranges

Working with Functions

- Reviewing Functions
- Statistical
- Lookup
- Logical

Linking Worksheets

- Linking Cells within the same file
- Linking Outside the Workbook
- Editing Links
- Removing Links

Data Consolidation

- Consolidating Worksheets

Grouping and Outlining

Excel Charts

- Creating Charts
- Modifying Charts
- Formatting Charts
- Using Graphic Objects

Understanding Pivot Tables

- Creating Pivot Tables
- Using Pivot Tables
- Updating a Pivot Table
- Viewing Pivot Tables at Different Levels

Database Management

- Creating a Database
- Using Excel Databases
- AutoFiltering
- Sorting

Auditing Features

- Auditing Toolbar
- Tracing Errors