

## Excel Intermediate

This course is for those who know the basics of Excel. We'll cover worksheet layout management, setting up complex formulas, applying cell formatting, filtering information, page breaks and more. These course topics are the essentials for effective work habits in Excel.

### Course Length

8 hours

### Course Objectives

1. Know how to delete and inserts rows, columns and cells
2. Insert and move worksheets
3. Set up complex formulas
4. Use functions to average, min and max formulas
5. Applying formatting to cells such a color and border
6. Sort and filter existing information
7. Use absolute cell references in formulas
8. Add and edit comments in a worksheet
9. Use page setup options to print specific portions of a spreadsheet
10. Know how to print complete workbooks and insert page breaks as needed

### Course Lessons

- Inserting and Deleting Rows, Columns and Cells
- Inserting, naming, copying and moving worksheets
- Creating complex formulas
- Using functions
- Working with multiple worksheets
- Applying Color and Borders to Cells
- Using AutoFilter
- Sorting lists
- Using absolute values
- Inserting, viewing, and editing comments
- Creating and editing a chart
- Using the page setup options
- Inserting page breaks
- Printing workbooks

### Course Materials Supplied

- **Course Booklet**  
Every participant receives a booklet that contains course notes, a listing of Internet resources and additional tips and tricks.
- **Free CD**  
Contains Excel resources such as Templates and Word documents containing links to Free Tutorials and Tips & Tricks Websites.

