



Course Outline

Excel – Intermediate Part I

Versions 2007/2010/2013/2016



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Program Objectives: Students will learn the skills and concepts necessary to create and use three-dimensional spreadsheets, use logical formulas, use Excel's database functions, and create charts.

- ◆ Excel
 - Electronic Spreadsheet
 - Database
 - Charting Package
- ◆ Selecting Cells
- ◆ Changing View Modes
- ◆ Centering Text Over Several Columns
- ◆ Numbering Items in a Spreadsheet
- ◆ Auto Fill Feature
- ◆ Customizing the Auto Fill Feature
- ◆ Range Names
 - Moving Around With Their Help
 - Printing With Range Names
 - Building Formulas Using Range Names
- ◆ Absolute Reference
- ◆ Logical Formulas – “=IF”
- ◆ Conditional Formatting
- ◆ Auto Format Feature
- ◆ Removing Auto Formatting
- ◆ Freezing/Unfreezing Panes
- ◆ Page Breaks
 - Inserting
 - Removing
- ◆ Print Titles
- ◆ Toolbars
 - Adding/Removing
 - Docking a Floating Toolbar
- ◆ Database Function
 - Setting Up
 - Entering Dates
 - Data Sort/Find/Filter
 - Data Filter Customized Formulas
 - Displaying All Records
 - Removing the Auto Filter
- ◆ Three-Dimensional Spreadsheets
 - Renaming Sheet Tabs
 - Adding Color to the Tabs
 - Building Formulas
 - Copying/Moving a Sheet
 - Inserting/Deleting a Sheet
 - Grouping/Ungrouping Sheets
 - Creating Same Header/Footer for Multiple Sheets
- ◆ Charting
 - How to Create
 - Enhancing the Chart
 - Changing Chart Type
 - Changing Chart Colors
 - Fill Effects
 - Moving/Resizing Title/Legend
 - Printing the Chart
 - Removing the Chart
 - Chart Types
- ◆ Exiting From Excel

Course Prerequisite

Must have Excel – Basics or equivalent experience

(4 CPE Credits)