

Excel

Intermediate

Course Outline

Setup & Printing Issues

- Worksheet Margins
- Worksheet Orientation
- Worksheet Page Size
- Headers and Footers
- Header and Footer Fields
- Scaling Your Worksheet to Fit a Page(s)
- Printing Titles On Every Page
- Printing the Row and Column Headings
- Spell Checking
- Previewing a Worksheet
- Viewing Workbooks Side By Side
- Printing Options

Functions and Formulas

- Getting Help With Functions.
- Nested Functions.
- Consolidating Data using a 3-D Reference Sum Function.
- Mixed References within Formulas.

Time & Date Functions

- TODAY.
- NOW.
- DAY.
- MONTH.
- YEAR.

Mathematical Functions

- ROUND.
- ROUNDDOWN.
- ROUNDUP.

Logical Functions

- IF.
- AND.
- OR.

Mathematical Functions

- SUMIF.

Statistical Functions

- COUNT.
- COUNTA.
- COUNTIF.

- COUNTBLANK.
- RANK.
- TEXT FUNCTIONS
- LEFT.
- RIGHT.
- MID.
- TRIM.
- CONCATENATE.

Lookup Functions

- VLOOKUP.
- HLOOKUP.

Database Functions

- DSUM.
- DMIN.
- DMAX.
- DCOUNT.
- DAVERAGE

Named Ranges

- Naming Cell Ranges.
- Removing a Named Range.
- Named Cell Ranges and Functions.

Cell Formatting

- Applying Styles to a Range.
- Conditional Formatting.
- Custom Number Formats.

Manipulating Worksheets

- Copying or Moving Worksheets
- Splitting a Window.
- Hiding Rows, Columns & Worksheets.

Templates

- Creating Excel Templates.
- Editing Excel Templates

Paste Special Options.

- Using Paste Special to Add, Subtract, Multiply & Divide.
- Using Paste Special 'Values'.
- Using Paste Special Transpose Option.

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