

**Microsoft Excel: Intermediate Level**

**Category:**

Computers

**Course Prerequisite:**

Must have established Excel Introduction (Beginner) level of competency

**Course Length:**

6 hours

**Materials:**

Included (digitally only)

**Cancellation Policy:**

Less than 30 days, 100% non-refundable with ability to reschedule within 60 days

**Minimum Number of Students:**

4

**Maximum Number of Students:**

15

**Delivery:**vILT or cILT
(virtual or classroom)

**Description:**

This class includes both intermediate and advanced features.

 **Core Competencies & Benefits: Intermediate**

* Working with named ranges
* Inserting and formatting graphics
* Creating charts
* Modifying charts
* Formatting charts
* Changing chart types
* Creating calculations across sheets
* Using more advanced functions
* Splitting windows
* Freezing panes
* Working with tables
* Creating tables
* Formatting tables
* Creating total rows
* Adding calculated columns
* Using Slicers
* ​Adding new fields
* Creating PivotTables and PivotCharts
* Rules for setting up a database
* Modifying the format of Calculated Fields
* Creating Calculated Items
* Creating user-defined Calculated Fields
* Using Slicers
* Creating Dashboards
* Connecting Slicers to multiple PivotTables
* Creating PivotCharts
* Automatically adding new records to the source of data for the PivotTable
* Refreshing PivotTables
* Working with Themes
* Applying Themes
* Creating your own Theme
* Working with Templates
* Understanding Excel options