



Reboot Computer Training

Excel Intermediate Course Outline

Review of Excel Formulas

- Using AutoCalculate
- Using AutoSum
- Using AutoFill
- Using Functions
- Entering Formulas

Naming a range of cells

- Rules for naming cells and ranges
- Naming cell range(s) in a worksheet
- Named ranges within formulas
- Navigating through workbooks using named ranges
- Creating named ranges automatically based on cell values
- Deleting named cells/ranges

Using IF function

Using Lookup function

Using Date and Time Functions

Managing Databases and Lists

- Sorting a Database
- Applying Custom Sorts
- Using Filters
- Working with Filtered Data
- Flash Fill
- Generating Subtotals Automatically
- Quick Analysis

Inserting Charts

- Inserting a chart
- Editing a chart

Linking and Embedding worksheet data

Formatting and Display Techniques

- Using the Format Painter
- Using Cell and Table Styles
- Using Conditional Formatting