

# Excel Intermediate Course Outline

Day 1	Day 2
<p>Module 1 –Useful Functions</p> <ul style="list-style-type: none"> <li>• Learn text functions</li> <li>• Examine logical functions</li> <li>• Learn lookup and statistical functions</li> <li>• Work with date and time functions</li> <li>• Use range names in formulas</li> </ul>	<p>Module 4 – Create and Modify Tables</p> <ul style="list-style-type: none"> <li>• Use a cell range to create a table</li> <li>• Format tables and learn styles</li> <li>• Modify the table design</li> <li>• Calculate easily using the Total Row feature</li> <li>• Benefits of tables</li> </ul>
<p>Module 2 – Create and Edit Links</p> <ul style="list-style-type: none"> <li>• Use 3D formulas to link internal worksheets</li> <li>• Use external links to link workbooks.</li> <li>• Troubleshoot External Links</li> </ul>	<p>Module 5 – Create PivotTables and PivotCharts to analyze data and Create PivotTables</p> <ul style="list-style-type: none"> <li>• Modify pivot data</li> <li>• Refresh pivot data</li> <li>• Work with slicers</li> <li>• Group pivot data</li> <li>• Use multiple data sources</li> </ul>
<p>Module 3 – Apply Conditional Formatting</p> <ul style="list-style-type: none"> <li>• Create conditional formats to visually highlight important data</li> <li>• Work with Data Bars and Icon Sets</li> <li>• Use the rules manager to modify existing rules</li> <li>• Use formulas in your rules</li> </ul>	<p>Module 6 – Protect Worksheets and Workbooks</p> <ul style="list-style-type: none"> <li>• Protect your worksheets for mishaps</li> <li>• Protect your workbooks for structure</li> <li>• Protect the file for read only or edit</li> </ul>
<p>Appendix A – Learn about Absolute and Mixed References</p> <ul style="list-style-type: none"> <li>• Review absolute references</li> <li>• Explore mixed references</li> <li>• Learn the function key shortcuts</li> </ul>	<p>Appendix B – Create a Switchboard Using PivotTable Slicers and Charts</p> <ul style="list-style-type: none"> <li>• Create PivotTables and charts</li> <li>• Use slicers to link the PivotTables</li> <li>• Create a switchboard with slicers</li> </ul>