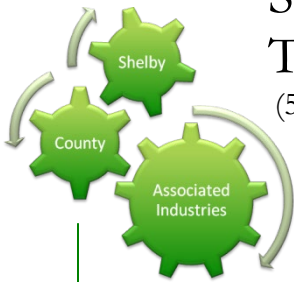


# Shelby County Associated Industries Training Consortium

(502) 633-5068 | [scidf.com/associated-industries](http://scidf.com/associated-industries)



## Excel – Intermediate and Advanced

This course focuses solely on the skills real users need to be productive immediately in Microsoft Excel.

*4-week course*

**Intermediate:** This ILT Series course will teach students how to work with large worksheets in Microsoft Excel 2013, and use multiple worksheets and workbooks efficiently. It will introduce them to more advanced formatting techniques, such as applying special number formats, using workbook styles and themes, adding backgrounds, and mimicking watermarks. In addition, students will learn how to create outlines and subtotals, and how to create and apply cell names. They will sort and filter data, and create and format tables. They will learn how to save workbooks as Web pages, how to insert and edit hyperlinks, and how to share workbooks via email. Students will learn how to audit worksheets for errors, how to protect worksheets, how to share and merge workbooks, and track changes in a workbook. Finally, students will customize the Excel environment, and create and modify custom templates.

### Table Of Contents:

Unit 1: Managing workbooks and worksheets

Topic A: Viewing large worksheets

Topic B: Printing large worksheets

Topic C: Working with multiple worksheets

Topic D: Linking worksheets with 3-D formulas

Topic E: Using multiple workbooks

Topic F: Linking workbooks

Unit 2: Advanced formatting

Topic A: Using special number formats

Topic B: Working with themes

Topic C: Other advanced formatting

Unit 3: Outlining and subtotals

Topic A: Outlining & consolidating data

Topic B: Creating subtotals

Unit 4: Cell and range names

Topic A: Creating and using names

Topic B: Managing names

Unit 5: Data structure and tables

Topic A: Sorting and filtering data

Topic B: Working with tables

Unit 6: Web and sharing features

Topic A: Saving workbooks as Web pages

Topic B: Using hyperlinks

Topic C: Sharing workbooks

Unit 7: Documenting and auditing

Topic A: Auditing features

Topic B: Comments in cells and workbooks

Topic C: Protection

Topic D: Workgroup collaboration

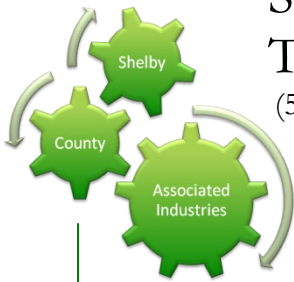
Unit 8: Application settings and templates

Topic A: Application settings

Topic B: Working with templates

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## Excel – Intermediate and Advanced

This course focuses solely on the skills real users need to be productive immediately in Microsoft Excel.

*4-week course*

**Advanced:** In this course, students will further build on the skills acquired in the Microsoft Excel 2013 Basic and Intermediate courses. They will work with advanced functions and formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation, and will use advanced data filtering. They will apply advanced chart formatting options, and create more complex charts. They will work with PivotTables and PivotCharts, export and import data, and query external databases. Students will learn about the analytical features of Excel, such as Goal Seek, and how to create scenarios. Finally, they will run and record macros, and explore VBA code.

### Table Of Contents:

Unit 1: Advanced functions and formulas

Topic A: Logical functions

Topic B: Conditional functions

Topic C: Financial functions

Topic D: Text functions

Topic E: Date functions

Topic F: Array formulas

Unit 2: Lookups and data tables

Topic A: Using lookup functions

Topic B: Using MATCH and INDEX

Topic C: Creating data tables

Unit 3: Advanced data management

Topic A: Validating cell entries

Topic B: Advanced filtering

Unit 4: Advanced charting

Topic A: Chart formatting options

Topic B: Combination charts

Topic C: Graphical objects

Unit 5: PivotTables and PivotCharts

Topic A: Working with PivotTables

Topic B: Rearranging PivotTables

Topic C: Formatting PivotTables

Topic D: PivotCharts

Unit 6: Exporting and importing data

Topic A: Exporting and importing text files

Topic B: Getting external data

Unit 7: Analytical tools

Topic A: Goal Seek

Topic B: Scenarios

Unit 8: Macros and Visual Basic

Topic A: Running and recording a macro

Topic B: Working with VBA code