How-To Session
MICROSOFT EXCEL
INTERMEDIATE

Date | April 11th
1:00-3:00pm

Location | Skipwith – RM112

Coordinator | Occupational Training

Target Audience | Individuals who are already proficient with beginner Excel skills that would like to increase their knowledge

Enroll Now
Email: Fm-Training@virginia.edu
Please include your name
and computing ID

Overview
The goal of this course is to explore the intermediate uses of Microsoft Excel through an interactive, hands-on session.

Program Content
- Rows & Columns
  - Filter for unique values
  - Remove duplicate values
  - Split text into different columns with the Convert Text to Columns Wizard
- Cells
  - Find or replace text and numbers on a worksheet
  - Apply data validation to cells
- Formatting
  - Conditional formatting
  - Add a watermark in Excel
  - Create or delete a custom number format
- Formulas & functions
  - Review VLOOKUP, COUNTIF, IF, and SUMIF
  - Calculate the difference between two dates
  - Combine or split text from two or more cells into one cell
- Tables and Ranges
  - Sort data
  - Filter data
  - Use slicers to filter data
- Charts
  - Create a chart from start to finish
  - Analyze your data instantly
  - Update data in an existing chart
- Pivot Tables
  - Create a PivotTable to analyze worksheet data
  - Group or ungroup data
  - Filter data
  - Create a PivotChart