How-To Session
MICROSOFT EXCEL INTERMEDIATE

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

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

Date | April 11th 1:00-3:00pm
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Location | Skipwith – RM112
Coordinator | Occupational Training
Target Audience | Individuals who are already proficient with beginner Excel skills that would like to increase their knowledge