How-To Session
MICROSOFT EXCEL
INTERMEDIATE

Coordinator
Occupational Training

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

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