



## 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

**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](mailto:Fm-Training@virginia.edu)

Please include your name  
and computing ID