



**Course:**

# **Microsoft Excel 365: Intermediate**

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**Course Details**

**Duration:** 2.00 days

**Summary:**

This ILT Series course builds on the skills and concepts taught in Excel: Basic, First Look Edition. Students will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including styles, themes, and backgrounds. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and learn to share workbooks by email. This course also covers advanced charting techniques, use of trend lines and spark lines, worksheet auditing and protection, file sharing and merging, and workbook templates.

**Outline**

**Unit 1: Using multiple worksheets and workbooks**

- Topic A: Using multiple workbooks
- Topic B: Linking worksheets with 3-D formulas
- Topic C: Linking workbooks
- Topic D: Managing workbooks

**Unit 2: Advanced formatting**

- Topic A: Using special number formats
- Topic B: Using functions to format text
- Topic C: Working with styles
- Topic D: Working with themes
- Topic E: Other advanced formatting

**Unit 3: Outlining and subtotals**

- Topic A: Outlining and consolidating data
- Topic B: Creating subtotals

**Unit 4: Cell and range names**

- Topic A: Creating and using names
- Topic B: Managing name

**Unit 5: Tables**

- Topic A: Sorting and filtering data
- Topic B: Advanced filtering
- Topic C: 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: Advanced charting**

Topic A: Chart formatting options

Topic B: Combination charts

Topic C: Graphical elements

**Unit 8: Documenting and auditing**

Topic A: Auditing features

Topic B: Comments in cells and workbooks

Topic C: Protection

Topic D: Workgroup collaboration

**Unit 9: Templates and settings**

Topic A: Application settings

Topic B: Built-in templates

Topic C: Creating and managing templates

**Please note that this content is meant to be a guideline.**

**Class Material is subject to change and may be presented in a slightly different format than listed.**