

Course: Microsoft Excel 365: Intermediate

Course Details Duration: 2 00 day

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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 the y will s tart 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.