BOSTON ‡ NETWORK
The Global Knowledge Network

Course:
Microsoft Excel 365: Intermediate

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 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.