

Intermediate Excel Training Class: Course Topics

Excel Worksheet Management

- Efficient Excel Navigation: Discover shortcuts for quick and easy navigation within Excel.
- Using Paste Special: Learn to apply formats and perform calculations on selected cells.

Understanding Text Functions and Validation

- Splitting Text: Adapt Text to Columns for splitting text into multiple cells.
- Joining Text: Combine text from different cells.
- Named Ranges: Assign names to ranges of cells for referencing when conducting calculations.
- Data Validation: Create drop-down menus, making it easier to enter data accurately.
- Sort & Filter: Locate and organize data in large data sets using sort and filter options.
- Remove Duplicates: Learn to remove duplicate data from a sheet.

Using Database Functions

- VLOOKUP: Learn to use Vlookup to locate and return related information across different columns.
- HLOOKUP: Find out how to use Hlookup to locate and return related information across different rows.
- VLOOKUP - Closet Match: Discover how to use Vlookup to find the closest match when an exact match is not identified.

Understanding Logical Functions

- AND, OR: Find out how to use and/or to determine if one or more conditions are met.
- IF statements: Learn about using IF statements to return data based on the contents of other cells.

Working with Pivot Tables

- Pivot Tables: Discover how to use Pivot Tables to easily summarize large sets of data.
- Pivot Tables & Grouping: Create groups within Pivot Tables.
- Multiple Pivot Tables: Find out how to build several pivot tables within a single Excel sheet.

Using Statistical Functions

- Ranking: Learn about Rank.eq and Rank.avg functions for determining the position of a cell within a larger array.
- COUNTIFS: Discover the COUNTIFS function for counting cells based upon conditions.
- SUMIFS: Apply SUMIFS function to sum cells based upon conditions.

Advanced Chart Creation

- Combo Charts: Learn to combine two or more charts into a single chart
- Chart axis: Find out how to add a secondary axis to a chart.

More details at <https://www.agitraining.com/microsoft/excel/classes>