

## Course Outline

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### Microsoft Excel Intermediate



**Duration:** 1 day (6 hours)

#### Learning Objectives:

This ILT Series course will teach students how to work with large worksheets in Microsoft Excel 2013, and use multiple worksheets and workbooks efficiently. It will introduce them to more advanced formatting techniques, such as applying special number formats, using workbook styles and themes, adding backgrounds, and mimicking watermarks. In addition, students will learn how to create outlines and subtotals, and how to create and apply cell names. They will sort and filter data, and create and format tables. They will learn how to save workbooks as Web pages, how to insert and edit hyperlinks, and how to share workbooks via email. Students will learn how to audit worksheets for errors, how to protect worksheets, how to share and merge workbooks, and track changes in a workbook. Finally, students will customize the Excel environment, and create and modify custom templates.

#### Topics Covered:

- Unit 1: Managing workbooks and worksheets
  - Topic A: Viewing large worksheets
  - Topic B: Printing large worksheets
  - Topic C: Working with multiple worksheets
  - Topic D: Linking worksheets with 3-D formulas
  - Topic E: Using multiple workbooks
  - Topic F: Linking workbooks
- Unit 2: Advanced formatting
  - Topic A: Using special number formats
  - Topic B: Working with themes
  - Topic C: 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 names
- Unit 5: Data structure and tables
  - Topic A: Sorting and filtering data
  - Topic B: 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: Documenting and auditing
  - Topic A: Auditing features
  - Topic B: Comments in cells and workbooks
  - Topic C: Protection
  - Topic D: Workgroup collaboration
- Unit 8: Application settings and templates
  - Topic A: Application settings
  - Topic B: Working with templates