

MS Excel Intermediate – Virtual Classroom

Duration: Two-hour modules delivered over three sessions

Content

Module 1 (2hrs) – More Functions

- IF
- AND/OR
- Nested IF
- SUMIF/COUNTIF
- Text Functions

Module 2 (2hrs) – Sorts, Filter and Security

- Sorts & Filters
 - Basic Sorts
 - Multiple Sorts
 - Custom Sorts
 - AutoFilter
 - Advanced Filter
- Protection/Security
 - Data Validation
 - Protected Sheets/workbooks

Module 3 (1 hr) – Linking

- Linking Sheets
- Linking Files
- Managing

Module 4: (1hr) - Charts

- Chart Types
- Chart Elements
- Modifying Chart Elements
- Combo Charts