



# Microsoft Excel (I-III)

## Overview

Elevate BDG's training will teach participants how to navigate through the complexity of Microsoft Excel. It offers three different classes based on three different levels of proficiency.

## Learning Objectives

- Learn to create a basic worksheet
- Learn to perform calculations in an Excel worksheet
- Learn to modify and Excel worksheet
- Learn to modify the appearance of data within a worksheet
- Learn to manage Excel workbooks
- Learn to print the content of an Excel worksheet
- Learn to use advanced formulas
- Learn to organize worksheet and table data
- Learn to create and modify charts
- Learn to insert and modify graphic objects in a worksheet
- Learn to collaborate with other workbook users
- Learn to import and export data
- Learn to analyze data using Pivot Tables, Slicers, and Pivot Charts
- Learn to use Macros

## Course Agenda (Each Level one day)

**Level I:** *Recommended Experience – Any. (May be too basic for users with 10+ years experience)*

### Topics Covered:

- Hot Keys and Cool tricks
- Spreadsheet creation & Navigation
- Customizing Quick Access Tool Bar
- Entering and Editing Data
- Using Auto Fill
- Working with Rows and Columns and Sheet Tabs
- Formatting
- Creating and Working with Tables
- Basics Formulas and Functions such as; AUTO SUM, AVERAGE, MAX, MIN
- Sorting and Filtering

**Level II:** *Recommended Experience: Attended Level I (2+ years & topics covered in Level I)*

### Topics Covered:

- Quick review of Level I
  - Navigation, Hot Keys and Cool tricks
- Customizing the Excel environment
- Paste Special Tools such as; Transpose, Paste Value
- Conditional Formatting and Comments
- Creating Custom Auto Fill Lists
- Basic Formula Review



- Absolute Referencing
- Naming Cells and Ranges
- Formula Auditing
- Working with Logical and Lookup Functions such as; If & VLOOKUP
- Working with Text Functions; TEXT TO COLUMNS, CONCATENATE (CONCAT), LEFT, RIGHT
- Using Subtotals Feature
- Creating and Working with Charts

**Level III:** *Recommended Experience: Attended Level II (5+ years & ALL topics covered in Level I & II)*

**Topics Covered:**

- Customizing Excel Environment – Advanced.
- Grouping Worksheets
- Advanced Filter
- Working with Date and Time Functions such as; TODAY, NOW, MONTH, DAY, DATE
- Working with Statistical Functions such as Count, CountA & CountIf
- Review Linking Cells and Workbooks
- Object Linking and Embedding (OLE) across programs
- 4 Levels of Security
- 3D Referencing
- Nested Functions and Formulas such as; AND, OR, IFERROR
- Pivot Tables
- Macros