

Excel 201 – Intermediate Topics

6-hour course

Adding Comments and Notes

- What is a Comment in Excel?
- What is a Note in Excel?
- How do I Add a Comment?
- How Do I Add a Note?

Working with Large Worksheets

- How do I freeze heading rows and/or columns?
- How do I change the zoom?
- How do I view two or more areas of the same sheet?
- How do I work with multiple windows?

Using Multiple Worksheets

- Review: How do I add, rename, copy, color, move and delete worksheets?
- Can I manipulate multiple sheets simultaneously?
- How Do I copy / move data between sheets?
- How Do I create a formula that references another sheet?

Generating Subtotals

- How do I create subtotals?
- What should I do before creating subtotals?
- How do I remove subtotals?

Creating Groups

- How do I group rows and columns?
- How do I position the grouped rows and columns?
- How do I ungroup rows and columns?

Working with Named Ranges

- What is a named range?
- How Do I jump to a named range?
- How Do I assign a name to a range?
- How Do I use a named range in a formula?
- How Do I create named ranges from headings?
- How Do I apply range names?
- How Do I use the Name Manager?

Sorting, Finding and Replacing

- How Do I sort data?
- How Do I sort by color?
- How Do I find data?
- How Do I quickly replace data?

Filtering Data

- How Do I enable the AutoFilter feature?
- How Do I filter a list?
- How Do I implement a text filter?
- How Do I implement a number filter?
- How Do I implement a date filter?
- How Do I clear a filter?
- How Do I clear all the filters?

Working with Tables

- What is a table?
- How do I create a table?
- How do I name a table?
- How Do I add new records to a table?
- How Do I a Total row to the table?
- How does sorting and filtering work in a table?
- How do formulas work in a table?
- How Do I convert a table back into a regular range?

Using PivotTables & PivotCharts

- What is a PivotTable?
- How do I create a PivotTable?
- How do I Pivot in a PivotTable?
- How do I refresh a PivotTable?
- How do I create a PivotTable from a Table?
- How Do I create a PivotChart?
- How Do I hide field buttons on a PivotChart?

Adding Slicers and Timelines

- What is a Slicer?
- How do I add a Slicer?
- How do I use a Slicer?
- How Do I name a Slicer?
- How Do I format a Slicer?
- What is a TimeLine?
- How do I add a TimeLine to a PivotTable?