

**MICROSOFT Excel 2013 Intermediate**

**Sunday, February 12, 2017**

**Franklin Jamatkhana Social Hall: 220 28th ST. NE**

**10:00 AM-4:00 PM**

**Fee for this All Day Information Session is $ 20.00**

**Participants will acquire Advanced knowledge on how to effectively use Excel 2013**

**Course Outline**

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| ***Working with Named Ranges**** *Understanding Named Ranges*
* *Defining Named Ranges*
* *Using Named Ranges in Formulas*

***Working with Tables**** *what is a Table?*
* *Creating Tables*
* *Resizing the Table*
* *Choosing a Table Style*

***Outlining and Grouping Data**** *Outlining Data*
* *Showing and Hiding Outline Details*
* *Grouping Data*
* *Creating Subtotals*

***Using Advanced Functions**** *Using the PMT Function*
* *Using VLOOKUP and HLOOKUP*
* *Functions*
* *Using IF Function*
* *Using Text Functions*

***Resolving Formula Errors**** *Tracing Formula Precedents and Dependents*
* *Showing Formulas*
* *Evaluating Formulas*
* *Running an Error Check*
 | **Using Excel as a Database*** Filtering with Wildcard Characters
* Validating Your Data
* Data Validation Using Lists

**Using Custom Autofill Lists*** Creating a Custom Autofill List
* Using a Custom Autofill List
* Modifying a Custom Autofill List

**Using Comments*** Inserting Comments
* Editing Comments
* Deleting Comments

**Linking, Consolidating, and Combining Data*** Linking Workbooks
* Consolidating Workbooks
* Consolidating Worksheets

**Miscellaneous*** Conditional Formatting
* Sparkline
* Flash Fill
* Auto Calculation
* Quick Analysis
* Duplicates
* Text to columns
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**For more information and to register: Zull Punjani (403) 689-8584 e-mail: epb.crc@gmail.com**