

**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 |

**For more information and to register: Zull Punjani (403) 689-8584 e-mail: epb.crc@gmail.com**