


# Intermediate Excel for Business

Go from beginner to experienced professional: summarize data with Pivot Tables, write advanced functions including VLOOKUP, and learn techniques to expedite your workflow. Use tools and formulas to format text. Manipulate data visuals with advanced charting skills. Use statistical formulas like COUNTIFS and SUMIFS to learn more about your data. At the end of intermediate Excel, you'll unlock powerful techniques that will help you complete tasks more quickly.

 7 Hours

 \$209 Group class price


 Located at **185 Madison Avenue, NYC**

Corporate and on-site training available.


Email us at [contact@nyimtraining.com](mailto:contact@nyimtraining.com) for more information.

## Contact

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## Course Outline

### Worksheet Management

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#### Navigation

Keyboard shortcuts that facilitate quick and easy navigation around the worksheet

#### Paste Special

Use Paste Special to apply formats, as well as perform calculations on selected cells

### Working with Text

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#### Splitting Text

Use Text to Columns to split text into multiple cells

#### Joining Text

Join text from separate cells

#### Named Ranges

Assign a name to a range of cells to make it easier to reference those ranges in calculations

### **Data Validation**

Create a drop-down menu to make data entry quicker and more efficient

### **Sort & Filter**

Use Sort & Filter to find and organize data in large databases

### **Remove Duplicates**

Use Remove Duplicates to eliminate duplicate data

## **Database Functions**

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### **VLOOKUP**

Use Vlookup to find information in one column and return information from another column

### **HLOOKUP**

Use Hlookup to find information in one row and return information from a second row

### **VLOOKUP - Closet Match**

If an "Exact Match" cannot be found, Vlookup can still be used to find the closest match

## **Logical Functions**

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### **AND, OR**

Tests to see whether multiple conditions are true

### **IF statements**

Use IF statements to return output based on the contents of another cell

## **Pivot Tables**

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### **Pivot Tables**

Create Pivot Tables to quickly summarize large databases

### **Pivot Tables & Grouping**

Group within Pivot Tables

### **Multiple Pivot Tables**

Create multiple Pivot Tables on a single worksheet

## **Statistical Functions**

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### **Ranking**

Use Rank.eq and Rank.avg functions to determine a cell's position within a larger array

## **COUNTIFS**

Use COUNTIFS function to count cells based on one or more conditions

## **SUMIFS**

Use SUMIFS function to sum cells based on one or more conditions

# **Advanced Charts**

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## **Combo Charts**

Combine two or more charts into a single chart, with the option of adding a secondary axis

# **End of Class Project**

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## **Project**

End of class project to review key concepts from the class