

MICROSOFT EXCEL INTERMEDIATE

PROGRAM OVERVIEW:

Build on the skills developed in the Microsoft Excel Introduction course. Learn how to combine worksheets and calculate across multiple worksheets. The database capabilities of Excel will be used to enter, search for, and sort information, and the advanced charting options of Excel will be covered.

COURSE OUTLINE:

- I. Creating charts
 - Creating an embedded chart
 - II. Modifying a chart sheet
 - Adding and deleting chart items
 - Moving and sizing chart items
 - III. Modifying an embedded chart
 - IV. Formatting a chart
 - V. AutoFormats
 - VI. Using graphic objects
 - VII. Advanced charting topics
 - VIII. Sorting data
 - Single-level and multiple-level sorting
 - Sorting options
 - Using the Data, Subtotals commands
 - IX. Auto and Advanced filters
 - X. Data Form
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Presented by the faculty of
The Pennsylvania State University Lehigh Valley Campus

Please complete the registration form and Needs Assessment Survey
and return to the Office of Human Resources – Training