

# Excel Level II: Intermediate

Learn intermediate Excel functions like VLOOKUP and SUMIFS, and how to summarize data with Pivot Tables, Sort & Filter databases, and split and join text. Gain the skills needed to utilize complex Excel functions and prepare for more advanced training.

For more information, visit

<https://cl.nobledesktop.com/tech/classes/intermediate-excel-classes>



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## Course Outline

### Worksheet Management

#### Navigation

Keyboard shortcuts that facilitate quick and easy navigation within cells

#### Formula Review

Review various methods for completing calculations

### Working with Text

#### Splitting Text

Use Text to Columns to split text into multiple cells

#### Joining Text

Using Concat and the & (ampersand) to combine cells

### Cell Ranges

#### Paste Special

Apply formats and perform calculations on selected cells

#### Paste Special Values

Hardcode the answer to a formula or function

#### Named Ranges

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

### Database Functions

#### VLOOKUP & XLOOKUP

Use VLOOKUP and XLOOKUP to find information in cell range and return information from another cell range

### **Sort & Filter**

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

## **Pivot Tables**

### **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

## **Logical Functions**

### **IF statements**

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

### **AND, OR**

Tests to see whether multiple conditions are true

## **Math Functions**

### **SUBTOTAL**

Use SUBTOTAL function to sum/average/count values based on what is not filtered

## **Statistical Functions**

### **SUMIFS**

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

### **COUNTIFS**

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

## **Improve Data Quality**

### **Data Validation**

Restrict the type of data that can be allowed in a cell

### **Remove Duplicates**

Eliminate duplicate row data

## **End of Class Project**

### **Project**

End of class project to review key concepts from the class