

**SYSTEMETRICS  
HANDS-ON, PERSONAL  
COMPUTER SEMINAR**

**Intermediate  
Microsoft Excel -  
Level 2**

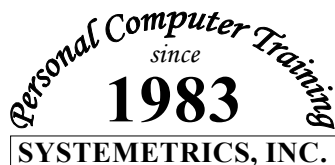
**Duration:** 1 day (6 hours)

**Prerequisite(s):** *Intermediate Micro-  
soft Excel* or equivalent knowledge

**Environment:** Microsoft Windows

**Version(s):** All, including Excel  
2007. Taught using Excel 2003.

**Support:** Upon completion of this  
seminar, the student will be entitled to  
unlimited, free telephone support in  
Excel.



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May-09.

**Overview:** *Intermediate Microsoft Excel - Level 2* is designed to enhance the student's knowledge of the many advanced features of Microsoft Excel, the popular spreadsheet package. Students who take this seminar will develop a greater understanding of data manipulation and analysis and Excel programming. This seminar is appropriate for students using all versions of Microsoft Excel. While there are minor differences between the versions, the majority of concepts are identical. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200.

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**Seminar Outline**

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**I. Managing Worksheet Data**

- A. Using range names
- B. Using PivotTables
- C. Using AutoFilter
- D. Converting formulas to values
- E. Pasting cell contents without cell formats
- F. Restricting types of data entered into specific cells
- G. Creating drop-down lists within cells
- H. Designing your worksheets for maximum flexibility
- I. Protecting cells, worksheets and workbooks

**II. Creating Powerful Formulas**

- A. Creating formulas using functions
- B. Using math functions: ROUND, ROUNDUP, ROUNDDOWN
- C. Using logical functions: IF, AND, OR
- D. Using lookup and reference functions: VLOOKUP, HLOOKUP
- E. Using the database functions: DSUM, DCOUNT, DCOUNTA, DAVERAGE
- F. Using information functions: ISBLANK, ISERROR, ISNUMBER, ISTEXT, IFERROR
- G. Building error-checking formulas
- H. Writing formulas to avoid error results, e.g.. #DIV/0

**III. Enhancing and Managing Workbook Display**

- A. Creating custom cell formats
- B. Hiding row and column headings and sheet tabs
- C. Hiding rows and columns
- D. Using multiple windows in the same workbook
- E. Using conditional formatting
- F. Using text boxes and other tools

**IV. Automating Workbook Activities Using Macros/Visual Basic For Applications**

- A. Recording macros
- B. Running macros
- C. Editing macros/Visual Basic for Applications code
- D. Using message boxes
- E. Creating macro buttons
- F. Creating user defined functions