



<b>DESCRIPTION</b>	This course will provide users with the necessary core skill set to work efficiently in workbooks as well as tools for management and data analysis. The use of graphics and databases is also discussed.
<b>WHO SHOULD ATTEND</b>	Those with a working knowledge of Excel's basic functionality and who will be performing a variety of tasks on a regular basis.
<b>PREREQUISITES</b>	Students must be able to understand how to create formulas using Excel functions, i.e. SUM, AVERAGE. Completion of an introductory course or several months experience with the software is recommended.
<b>DURATION</b>	1 day

## Agenda

### DAY 1

**Worksheet techniques** – Customizing view options, customizing toolbars, freezing panes, grouping and ungrouping

**Formulas and Functions** – Series command, insert function wizard, function categories, correcting formulas, formula error checker, auditing toolbar

**Formatting techniques** – Conditional formatting, format painter, using styles

**Charting** – Formatting, using the chart wizard and toolbar

**Database/List Management** – Sorting, using Autofilters, creating/editing databases, advanced filters, techniques for working with filtered data

**Using Drawing Tools** – Toolbar, autoshapes, text boxes, adding pictures, ordering objects

**Working with Other Applications** – Managing links, conversion, copying and pasting, embedding and linking, hyperlinks