

Excel *Intermediate* Course

 81 classes

 5.1 hrs. of video lessons

Included Certifications

A0A1A2B1B2C1C2

What you'll be able to do

You'll clean text and dates that arrive messy, build pivot tables from scratch, merge data from two systems with VLOOKUP and INDEX-MATCH, and set up validation so your files stop breaking when somebody else types in them. You also learn to trace where a wrong number came from instead of rebuilding the sheet.

What it cover

Two certifications for the person who already "knows Excel" and still spends three hours on a report. B1 covers the functions that clean and model data. B2 covers the lookups and the controls that let you build a file other people can use without breaking it.

195

Exercises

12

Units

2

Certifications

2 mo

Access

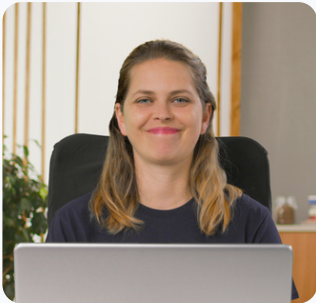
Included certifications

- B1 - Intermediate

5 units. The interface, navigation, shortcuts and the formatting basics.
- B2 - Upper Intermediate

6 units. Cell formats, sorting, filtering, file protection and your first formulas.

Prerequisites: Basic-level skills (A0–A2). Every unit ends with an assessment, and each certification ends with a final exam.



Certification · Intermeciate Excel Course

B1

Intermediate

6 units

This is for you if the exports you receive arrive messy and you fix them by hand.

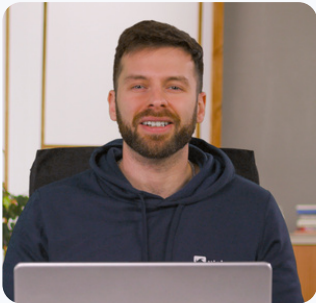
What you'll learn

Ten text functions for splitting and joining data, twelve for dates and working days, then scenarios, Goal Seek and forecasting. It ends with pivot tables and pivot charts built from scratch.

Certification Content

Unit 1 - Text Functions	RIGHT and LEFT · SEARCH and FIND · MID · REPLACE and SUBSTITUTE · CONCAT · TEXTJOIN · TEXTBEFORE and TEXTAFTER · TRIM · PROPER, UPPER and LOWER · LEN
Unit 2 - Time and Date Functions	Sum Time · Convert Time Units · TIME · HOUR, MINUTE, SECOND · NOW and TODAY · DATE, DAY, MONTH, YEAR · EDATE and EOMONTH · DATEDIF · WORKDAY · NETWORKDAYS · WORKDAY.INTL · NETWORKDAYS.INTL
Unit 3 - Outline	Grouping and outlining data
Unit 4 - Data Forecast	Show Scenarios · Create Scenarios · Goal Seek · Create Forecast · Data Table
Unit 5 - Pivot Tables	Pivot Table and its characteristics · Create Pivot Tables, drag and sort fields · Pivot Table Options · Refresh · Tables to design Pivot Tables · Value Field Settings · Filter
Unit 6 - Pivot Charts	Building and formatting charts from a pivot table
Final Exam B1	Pass it to earn the B1 certification

Each unit closes with a summary, a glossary and an assessment.



Certification • Intermeciate Excel Course

B2

Upper Intermediate

6 units

This is for you if you've merged two files by copy-pasting and hoping.

What you'll learn

Conditional formatting with your own rules, Text to Columns, Remove Duplicates, and data validation with dependent drop-down lists. Then the whole lookup family: VLOOKUP, HLOOKUP, MATCH, INDEX and INDEX-MATCH, plus formula auditing to trace where a number came from.

Certification Content

Unit 1 - Conditional Formatting 1

Preset Rules • Detect Duplicate Values • Top and Bottom 10 Rules • Data Bars and Color Scales • Icon Sets • Manage Rules • Clear Rules • Rules with Formulas

Unit 2 - Data Tools

Text to Columns • Remove Duplicates • Consolidate

Unit 3 - Data Validation

Data Validation • Input Message • Error Alert • Whole Number • Date • Text Length • List • Dependent Drop-Down Lists

Unit 4 - Lookup Functions

TRANSPOSE • VLOOKUP • HLOOKUP • COLUMN and ROW • COLUMNS and ROWS • MATCH • INDEX • IF with VLOOKUP • IFERROR with VLOOKUP • INDEX-MATCH

Unit 5 - Formula Auditing

Trace Precedents • Trace Dependents • Show Formulas • Evaluate Formula • Error Checking

Unit 6 - Custom Pivot Table Tools

Slicers in Pivot Tables • Timeline • Create Individual Reports • Refresh and Group Data

Final Exam B2

Pass it to earn the B2 certification

Each unit closes with a summary, a glossary and an assessment.