



B U S I N E S S
EXCELLENCE
C O N S U L T I N G **Inc.**

Passion for Quality

TRAINING TITLE:

Microsoft Excel Intermediate Training
(WORK-025)

- MS PowerPoint presentations
- Certificate of Attendance
- Final Exam (70% minimum score required to approve the course)

OVERVIEW:

In this Intermediate Microsoft Excel Training Class, participants will work with charts, formulas and advanced formatting including styles. We will use the version of Microsoft Office that our participants use in the office so they gain a better understanding of the software they have at hand. Attendees must bring a laptop computer to this workshop with MS Excel software already installed.

TRAINING DURATION:

7 contact hours



TARGET GROUP FOR THE TRAINING:

This workshop is designed for participants who want to advance their skill set by learning to work with advanced formulas, lists, and illustrations.

BEC is authorized by IACET to offer 0.7 CEUs for this program. FULL attendance to the learning event is mandatory to receive CEUs.

LEARNING OBJECTIVES:

Upon completing this workshop, participants will be able to:

- Use formulas and functions
- Create and modify charts
- Convert, sort, filter, and manage lists
- Insert and modify illustrations in a worksheet
- Use conditional formatting and styles

COURSE INSTRUCTOR:

Joan L. Lopez Egipciano is an experienced Programmer and IT Consultant with a proven track record working in various industries including Pharmaceuticals, Managed Care, Healthcare, and Health Insurance. She has a Bachelor's Degree in Computer Science and over 7 years of experience in IT Consulting and Training. She offers tutoring and workshops in different information technology related areas such as Microsoft Office Program Workshops (Excel, Power Point, Access, Outlook, and Word), Visual Basic, Database Management, Webpage Development, and Introduction to Computers.

MATERIALS:

Each participant will receive:



Title: Microsoft Excel Intermediate Training

Lunch from 12:00 – 13:00.

Coffee break: 15 min. each during morning and afternoon session. Time schedule are rough estimates and may vary consequently.

Agenda

8:30 – 9:00	Introduction
9:00 – 10:15	Advanced Formulas <ul style="list-style-type: none"> • Using name ranges in formulas • Using formulas that span multiple worksheets • IF function • PMT function • VLOOKUP function
10:15 – 10:30	Break
10:30 – 12:00	Advanced Formulas (Cont.) <ul style="list-style-type: none"> • HLOOKUP function • CONCATENATE function • PROPER function • LEFT and RIGHT functions • Date functions • Other functions
12:00 – 13:00	Lunch
13:00 – 15:00	Working with Illustrations <ul style="list-style-type: none"> • Working with Clip Art, SmartArt and Shapes • Inserting and editing charts
15:00 – 15:15	Break
15:15 – 17:00	Advanced Formatting <ul style="list-style-type: none"> • Applying conditional formatting • Working with styles • Applying styles to tables and cells