

**Prerequisites:** An assumption is made that the learner has the skills and knowledge required to create, edit, print and chart simple worksheets. Understanding how to create simple formulas, ranges and the copying process is important.

<b>Review</b>	<ul style="list-style-type: none"> <li>• Overview of topics covered in Basic course</li> </ul>
<b>Worksheet Techniques</b>	<ul style="list-style-type: none"> <li>• Move and copy worksheets</li> <li>• Group worksheets</li> <li>• Link worksheets via Linking Formula</li> <li>• Hide rows and columns</li> <li>• Freeze rows and columns</li> </ul>
<b>Logical Functions</b>	<ul style="list-style-type: none"> <li>• Using IF, IFERROR, AND and OR functions</li> <li>• Combining and nesting logical functions</li> </ul>
<b>Date and Time Functions</b>	<ul style="list-style-type: none"> <li>• Using NOW, TODAY, DATE, WEEKDAY, WORKDAY and NETWORKDAY functions</li> </ul>
<b>Filling Data</b>	<ul style="list-style-type: none"> <li>• Methods to fill a series</li> <li>• Create a custom fill list</li> </ul>
<b>Excel Database Concepts</b>	<ul style="list-style-type: none"> <li>• Using the sort tool</li> <li>• Searching for records</li> <li>• Using Autofilter tool</li> <li>• Working with Tables</li> </ul>
<b>Excel Charts</b>	<ul style="list-style-type: none"> <li>• Creating and modifying a chart in Excel</li> <li>• Chart options</li> <li>• Formatting chart components</li> <li>• Printing charts</li> <li>• Trend lines and error bars</li> </ul>
<b>Conditional Formatting</b>	<ul style="list-style-type: none"> <li>• Methods of formatting data according to a condition</li> </ul>
<b>Printing large worksheets</b>	<ul style="list-style-type: none"> <li>• Setting print areas</li> <li>• Page breaks</li> <li>• Print titles</li> <li>• Add and edit Headers and Footers</li> <li>• Strategies for printing larger worksheets</li> </ul>