



Excel 2019 - Intermediate

Prerequisite: Completion of Excel 2019 – Introduction class or equivalent experience with Microsoft Excel. (See syllabus for Excel 2019 – Introduction.)

Course Schedule

Week (s)	Topic (s)
Week 1	<ul style="list-style-type: none">• Work with cells and ranges• Common logical functions• Common date and time functions• Common text functions• Sort Data• Filter Data• Outline and subtotal data• Create and modify tables
Week 2	<ul style="list-style-type: none">• Intermediate conditional formatting Create and modify charts• Create a PivotTable• Analyze and present PivotTable data Filter data with timelines and slicer

Note: Students may bring their own USB drive (thumb drive) to save their work at the end of class, if desired.

Subject to Change

Revised 02/22/2024