Course Title: Intermediate Excel in a Day

Course Description:
Enhance basic Excel skills by learning productivity features to work more efficiently with workbooks and worksheets. Use of functions, conditional formatting, sorting and filtering features to manage and analyze data.

Course Prerequisite(s):
Excel in a Day

Course Objectives:
Use of functions, conditional formatting, sorting, and filtering features to manage and analyze data.

Textbook(s):
Microsoft Excel 2013: Level 2
Labyrinth Learning

Next Class Possibilities: Advanced Excel in a Day

Lesson Plan – by week or session
AM
PM