

AAIM Course Description



Microsoft Excel - Intermediate

This ILT Series course will teach students how to work with large worksheets in Microsoft Excel, and use multiple worksheets and workbooks efficiently. It will introduce them to more advanced formatting techniques, such as applying special number formats, using workbook styles and themes, adding backgrounds, and mimicking watermarks. In addition, students will learn how to create outlines and subtotals, and how to create and apply cell names. They will sort and filter data, and create and format tables. They will learn how to save workbooks as Web pages, how to insert and edit hyperlinks, and how to share workbooks via email. Students will learn how to audit worksheets for errors, how to protect worksheets, how to share and merge workbooks, and track changes in a workbook. Finally, students will customize the Excel environment, and create and modify custom templates.

This course will help students prepare for the Microsoft Office Specialist core-level exam for Excel (exam 77-420) and the Microsoft Office Specialist Expert exam for Excel (exam 77-421). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Excel.

Course Outline:

Unit 1: Managing workbooks and worksheets

Topic A: Viewing large worksheets
Topic B: Printing large worksheets
Topic C: Working with multiple worksheets
Topic D: Linking worksheets with 3-D formulas
Topic E: Using multiple workbooks
Topic F: Linking workbooks

Unit 2: Advanced formatting

Topic A: Using special number formats
Topic B: Working with themes
Topic C: Other advanced formatting

Unit 3: Outlining and subtotals

Topic A: Outlining and consolidating data
Topic B: Creating subtotals

Unit 4: Cell and range names

Topic A: Creating and using names
Topic B: Managing names

Unit 5: Data structure and tables

Topic A: Sorting and filtering data
Topic B: Working with tables

Unit 6: Web and sharing features

Topic A: Saving workbooks as Web pages
Topic B: Using hyperlinks

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Unit 7: Documenting and auditing

Topic A: Auditing features

Topic B: Comments in cells and workbooks

Topic C: Protection

Topic D: Workgroup collaboration

Unit 8: Application settings and templates

Topic A: Application settings

Topic B: Working with templates

Prerequisites: There are no prerequisites for this course.

Advanced Preparation: There is no advanced preparation for this course.

Delivery Method: Group-Live | **Course Level:** Intermediate | **Duration:** Full day – 9:00am - 4:30pm

Continuing Education/Recertification Credits: CPE Credits, HRCI Recertification Credits and SHRM Professional Development Credits may be available for this course.