



## INTERMEDIATE EXCEL TRAINING CLASS

Our Intermediate Excel training class includes a total of 6 lessons and is geared towards individuals who need to learn more than just the basics of Excel. Our **live training class** is taught by a professional instructor in person or via Zoom (online). The training class was designed for the individual who already has a good understanding of the Excel fundamentals and wants to learn how to use more formulas, more shortcuts and how to become more efficient in the Excel program.

### Intermediate Excel Training Class Outline

*Below is a list of the lessons and topics covered:*

- Lesson 1: Beyond the Basics "Refresher"
- Lesson 2: Conditional Formatting & Data Validation
- Lesson 3: Text to Columns and Text Formulas
- Lesson 4: Formatting Tables and Shortcuts
- Lesson 5: How to use Hyperlinks in Excel
- Lesson 6: Working with Dates in Excel