

INTERMEDIATE EXCEL COURSE

Our annual Excel Training continues with a 3-session Intermediate series led by Microsoft Master Instructor Rob Mendell. With hands on exercises throughout, build on Basics with data tools, logical formulas, lookups, PivotTables, charting, text/date functions, advanced filtering, and productivity tools like templates and macros.

Lesson 1



Friday, March 13 | 11:00 AM - 1:00 PM PST | Via Zoom

Lesson 2

Friday, March 20 | 11:00 AM - 1:00 PM PST | Via Zoom

Lesson 3

Friday, March 27 | 11:00 AM - 1:00 PM PST | Via Zoom

Learning Objectives

- Clean and control data with Remove Duplicates, Subtotal, Data Validation & dropdowns
- Build smarter logic with AND/OR/NOT, IF/IFS, and SUMIF/SUMIFS
- Perform reliable lookups using XLOOKUP and INDEX/MATCH (with IFERROR)
- Analyze and summarize data with PivotTables/PivotCharts and intermediate charting
- Work efficiently with advanced filters, text/date functions, and sheet/table tools
- Improve consistency with templates and automate repeat tasks with intro macros

To RSVP, please email Rowanne Khafagy at rkhafagy@scgma.com