

# 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

**Thursday, March 26 | 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](mailto:rkhafagy@scgma.com)**