Course Description:
Whether you are a researcher, administrator, or entrepreneur, proficiency with Excel is a powerful asset that can elevate your ability to leverage your data. The aim of this course is to provide a brief overview of basic functions in Excel and introduce more advanced features such as linking worksheets and workbooks, using pivot tables and charts, writing complex functions using lookup functions (e.g., VLOOKUP, HLOOKUP, INDIRECT, INDEX, MATCH), logical functions (e.g., COUNTIF, SUMIF) and calculation functions (e.g., SUMPRODUCT, SUBTOTAL), and using conditionals, named ranges, and handling string and time/date data. In addition, this course will introduce a variety of keyboard shortcuts to promote user efficiency. Upon completion of this course, you will obtain enhanced proficiency in using Excel to store, organize, summarize, visualize, and analyze your data.

Day 1:
- Importing data
- Tips for organizing & formatting worksheets
- Tips for documenting your work
- Useful keyboard shortcuts
- Review of basic functions

Day 2:
- Manipulating string data
- Formatting dates and time values
- Lookup functions
- Reference functions
- Logical functions
- Calculation functions

Day 3
- Sorting and filtering data
- Conditional Formatting
- Named Ranges
- Data validation techniques

Day 4:
- Writing complex, nested functions
- Linking worksheets and workbooks
- Pivot tables
- Pivot charts
- Enhanced data visualizations
- Formatting charts and graphs

*Schedule of topics subject to minor changes.*