

# Microsoft Excel Intermediate

## Who Should Attend?

This workshop is open to all UCSF staff, supervisors, and managers.

## Schedule:

**July 15**

### Excel Intermediate

(1:00-4:30pm)

**September 20**

### Excel Intermediate

(8:30-12:00pm)

**Fee: \$70 per workshop**

## Location:

Laurel Heights  
3333 California St.  
Computer Room 307

## Register Now:

Log into the [UC Learning Center](#) and enter "Excel Half-Day"

For Questions contact:  
LearningandDevelopment@  
ucsf.edu

## Microsoft Excel Intermediate (half-day)

This workshop is for business users who are already familiar with Microsoft Excel and want to take their skills to the next level. In this workshop, users learn powerful techniques that can help them save significant time, analyze data and extract important business insights, present information in a compelling way, and collaborate with others more effectively. This workshop assumes that you have taken the beginner Excel or used Excel for six months and are familiar with the fundamentals and have some experience creating workbooks, worksheets, cells, ranges, and using a variety of functions and formulas.

Key topics covered:

- Data manipulation: Managing budgets and projections, as well as handling large lists of data. Basic and advanced formulas, 3-D ranges, sorting and filtering techniques, database functions, and several other features are covered.
- Data presentation: Using the powerful analysis and reporting tools, such as PivotTables to extract important information, and present it appropriately to various audiences.
- Data entry and validation: Using Excel's ability to gather and validate data when applicable. This includes validation rules and conditional formatting.
- Collaboration: Enabling multiple users to review and edit workbooks by sharing them on the network or via e-mail. Protecting sheets or cells within a sheet to ensure data integrity and confidentiality. Tracking changes, reviewing changes, and accepting changes.
- Efficiency: Using templates and styles to reuse worksheets, and to set standards and ensure consistency. This also includes dozens of shortcuts and tips that can be applied on a daily basis.

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\*\* Each participant is responsible for cancelling his/her registration in the UC Learning Center before the cancellation date reflected in the course details. Not doing so will result in paying for the full cost of the class. This applies to both late cancellation and not showing up without cancellation.