**Into & Advanced Excel for Assessors**

* **2 Hour Course Outline -**
1. Introduction, Course Overview, & General System Configuration Updates – 5 Minutes
2. Intro to Excel **(Intro to Excel for Assessors.xlsx)**
	1. General Overview of Tabs & Navigation – 10 Minutes
	2. Intro to Excel for Assessors Spreadsheet Review
		1. Basics – 5 Minutes
		2. Fill – 5 Minutes
		3. Sort & Filter – 10 Minutes
		4. Tables – 5 Minutes
		5. Drop-Downs – 5 Minutes
		6. Split Screen – 5 Minutes
		7. Intro to Functions & Function Wizard with DOR Sales File
			1. Average, Mean, Median, Sum, Count – 20 Minutes
			2. Min & Max – 5 Minutes
			3. Joining Text & Numbers – 5 Minutes
			4. If Statements – 15 Minutes
			5. VLOOKUP – 15 Minutes
			6. Conditional Functions & Formatting – 5 Minutes
			7. Errors – 5 Minutes