**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