



Microsoft Excel Intermediate

Overview

This course introduces the user to the intermediate features of Microsoft Excel to attain proficiency as a competent Excel user.

Target Audience

This course is aimed at those wishing to gain the skill sets necessary for calculating data, using functions and formulas to manipulate worksheets, create and manipulate charts, carry out cell and range formatting, use templates and create and use named ranges.

Managing Workbooks

- Using Workbook Views
- Selecting and Switching Between Worksheets
- Inserting and Deleting Worksheets
- Renaming, Moving, and Copying Worksheets
- Splitting and Freezing a Window
- Creating Headers and Footers
- Hiding Rows, Columns, Worksheets, and Windows
- Setting the Print Area
- Adjusting Page Margins and Orientation
- Adding Print Titles, Gridlines, and Row and Column Headings
- Adjusting Paper Size and Print Scale
- Printing a Selection, Multiple Worksheets, and Workbooks
- Working with Multiple Workbook Windows
- Creating a Template
- Protecting a Workbook
- Protecting Worksheets and Worksheet Elements
- Sharing a Workbook

More Functions and Formulas

- Formulas with Multiple Operators
- Inserting and Editing a Function
- AutoCalculate and Manual Calculation
- Defining Names
- Using and Managing Defined Names
- Displaying and Tracing Formulas
- Understanding Formula Errors
- Using Logical Functions (IF)
- Using Financial Functions (PMT)
- Using Database Functions (DSUM)
- Using Lookup Functions (VLOOKUP)



- User Defined and Compatibility Functions
- Financial Functions
- Date & Time Functions
- Math & Trig Functions
- Statistical Functions
- Lookup & Reference Functions
- Database Functions
- Text Functions
- Logical Functions
- Information Functions
- Engineering and Cube Functions

Working with Data Ranges

- Sorting by One Column
- Sorting by Colours or Icons
- Sorting by Multiple Columns
- Sorting by a Custom List
- Filtering Data
- Creating a Custom AutoFilter
- Using an Advanced Filter

Working with Tables

- Creating a Table
- Adding and Removing Data
- Working with the Total Row
- Sorting a Table
- Filtering a Table
- Removing Duplicate Rows of Data
- Formatting the Table
- Using Data Validation
- Summarizing a Table with a PivotTable
- Converting to a Range

Creating and Working with Charts

- Choosing and Selecting the Source Data
- Choosing the Right Chart
- Inserting a Chart
- Editing, Adding, and Removing Chart Data
- Changing Chart Layout and Style
- Working with Chart Labels
- Changing the Chart Gridlines
- Changing the Scale
- Emphasizing Data
- Using Chart Templates
- Changing Chart Type
- Using Sparklines