

MICROSOFT EXCEL - INTERMEDIATE

COURSE LISTING

This course is designed to familiarise the Student with the more advanced features of the package. Students should have attended an Introductory to Excel.

Duration: 1 Day

Multiple Worksheets

- Inserting/Deleting/Moving/Copying Worksheets
- Naming Worksheets
- Grouping & Ungrouping Sheets
- Selecting 3D Ranges
- Calculations across A Group
- Printing Multiple Worksheets
- Inserting Page Breaks

Naming Ranges

- Creating & Deleting Range Names
- Using A Range Name In Worksheet Navigation
- Using Range Name In Functions
- Assigning A Value To A Name
- Workbook V Worksheet Names

Advanced Functions

- Logical/Lookup Functions
- IF Functions
- Text Functions
- Date Functions

Protecting Worksheets & Cells

- Sheet Protection
- Unlocking a range of cells
- Hiding Formulae in cells
- Workbook Protection
- Windows & Structure Protection
- Saving a file with a Password

Conditional Formatting

- Using Quick Formatting – Colour Bars/Shading/Icons
- Formatting using Existing Conditions
- Creating New Rules
- Clearing Rules.

Using the Excel Table/List Feature

- Freezing Window Panes
- Formatting a list as a Table
- Advantages of using a Table
- Sorting a List
- Filtering a List
- Printing a List
- Producing Subtotals
- Formatting as a table
- Entering Data in a table
- Adding Totals to the table

Creating Graphs

- Embedded Charts v Chart Sheets
- Creating a Chart Sheet
- Modifying the Chart
- Chart Types
- Legends/Titles
- Adding & Deleting Data Series
- Adding Text
- Adding more data to a chart
- Placing data on a secondary axis
- Removing data from the chart
- Moving the Chart
- Default Chart Format
- Changing the Default Chart
- Adjusting Worksheet Data via The Chart
- Printing a Chart Sheet
- Printing an Embedded Chart

Sparklines (2010 only)

- What are Sparklines?
- Inserting Sparklines
- Modifying Sparklines
- Clearing Sparklines