

MICROSOFT EXCEL INTERMEDIATE

BENEFIT:

This course is designed for those delegates who wish to build on their basic knowledge of Excel.

OBJECTIVES:

On completion of this course, attendees will be able to build more complex formulae including statistical and logical functions, manage and extract data from database lists, link sheets and workbooks together.

PRE-REQUISITES:

Attendees should have attended our Excel Foundation course or have equivalent knowledge.

COURSE OUTLINE

Review of Excel Essentials

- Create and copy basic formulas and use of format

Advanced Formatting/Editing

- Apply Conditional Formatting
- Use of Paste Special

Formulae and Functions

- More complex formulae
- Use MAX, MIN, AVERAGE, COUNT and DATE functions
- Absolute cell references (the use of the \$ in formulas)
- Introduction to simple IF statements
- Calculate with dates

Work with Multiple Sheets

- Copying worksheets
- Use grouped worksheets
- Link cells and formulae between sheets and workbooks

Working with a Database List

- Set out a database list
- Sort data (multiple sorts)
- Filter data
- Format a list as a “Table”
- Add subtotals to a list using the Data/Subtotals tool

Working with Sparklines

- Create and delete a Sparkline
- Format a Sparkline

LEARNING APPROACH: Class based/practical

LENGTH OF PROGRAMME: 6 HOURS