

## Excel Intermediate – 1 day



### Course Objectives

Expand your knowledge and skills in Excel. By the end of this course, students will be able to create charts, work effectively with multiple sheets in workbooks, use basic functions effectively, use productivity tools and work with the Excel list/database features.

### Prerequisites

This course assumes that you have gained a basic understanding of Windows. Additionally, students should have an understanding of concepts covered in the Excel Essentials course. These include creating workbooks, using AutoFill and AutoSum, constructing formulae, Absolute Cell References and formatting worksheets.

### Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

### Microsoft Certified Application Specialist

Following the Excel Essentials, Excel Intermediate and Excel Advanced courses and with practise you will be in a position to take the Microsoft Certified Application Specialist Exam – **Excel 2007 (77-602)**.

### Review Exercise

#### Formulas And Functions

- Understanding Functions
- Summing Non-Contiguous Ranges
- Calculating An Average
- Maximum And Minimum Functions

#### Worksheet Techniques

- Renaming, Inserting And Deleting Worksheets
- Copying And Moving Worksheets
- Hiding And Unhiding A Worksheet
- Copying A Worksheet To Another Workbook
- Changing Worksheet Tab Colours
- Grouping Worksheets
- Hiding and Unhiding Rows And Columns
- Freezing Rows And Columns
- Splitting Windows

#### Data Linking

- Understanding Data Linking
- Linking Between Worksheets
- Linking Between Workbooks
- Updating Links Between Workbooks

#### Creating Charts

- Understanding The Charting Process
- Choosing The Chart Type
- Creating A New Chart
- Working With An Embedded Chart
- Resizing The Chart
- Dragging A Chart
- Printing An Embedded Chart
- Creating A Chart Sheet
- Changing The Chart Type
- Changing the Chart Layout
- Changing The Chart Style
- Printing A Chart Sheet
- Embedding A Chart Into A Worksheet
- Deleting A Chart

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## Charting Techniques

- Understanding Chart Layout Elements
- Adding A Chart Title
- Adding Axes Titles
- Positioning The Legend
- Showing Data Labels
- Showing A Data Table
- Modifying The Axes
- Showing Gridlines
- Formatting The Plot Area
- Showing The Plot Area
- Adding A Trendline
- Adding Error Bars
- Adding A Text Box To A Chart
- Drawing Shapes In A Chart

## Special Pasting

- Using Paste Special to Copy Values
- Add Values and Multiply Values
- Transpose Cells

## Conditional Formatting

- Understanding Conditional Formatting
- Highlighting Cells Containing Values
- Highlighting Cells Containing Text
- Highlighting Duplicate Values
- Using Top and Bottom Rules
- Using Data Bars
- Using Colour Scales
- Using Icon Sets
- Creating Custom Rules
- The Conditional Formatting Rules Manager
- Managing Rules
- Clearing Rules

## Hyperlinks

- Hyperlinking Within A Workbook
- Using A Hyperlink
- Hyperlinking To A Range
- Hyperlinking Between Applications

## Sorting Data

- Understanding Lists
- Performing An Alphabetical Sort
- Performing A Numerical Sort
- Sorting On More Than One Column
- Sorting Numbered Lists
- Sorting By Rows

## Working with Tables

- Creating a Table
- Inserting or Deleting Rows
- Modifying a Table
- Sorting Data in a Table
- Filtering

## Filtering Data

- Understanding Filtering
- Applying And Using A Filter
- Clearing A Filter
- Creating Compound Filters
- Multiple Value Filters
- Creating Custom Filters
- Using Wildcards