

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 Office Specialist Exam

Following the Excel Essentials and Excel Intermediate course and with practise you will be in a position to take the Microsoft Office Specialist Exam – **Excel Core**.

The Advanced Excel course topics need to be completed to take the **Excel Expert** exam.

Review Exercise

Working With Functions

- Functions
- Summing non-Contiguous Ranges
- Calculating Average
- Maximum and Minimum Function

Working With Worksheets

- Copying and Moving Worksheet
- Rename, Insert and Delete Worksheets
- Grouping Worksheets
- Colour Coded Worksheet Tabs
- Copying to another Workbook
- Hiding and Unhiding Worksheets

Viewing Worksheets

- Freezing Columns and Rows
- Splitting Windows

Linking Workbooks

- Linking Within a Workbook
- Linking Between Workbooks
- Updating Links Between Workbooks

Charting

- Using the Chart Wizard
- Choosing and Changing the Chart Type
- Modifying a Chart
- Creating a Pie and Line Charts
- Moving and Deleting Charts

Charting Techniques

- Adding Data Labels
- Changing the Legend
- Changing Chart Titles
- Showing Data Tables
- Changing Fills and Patterns
- Chart Grid Lines
- Adding a Label to a Chart
- Changing Background Colour
- Adding Data to a Chart
- Renaming and Re-ordering Data Series
- Deleting Data Series
- Modifying the Chart Type of a Data Series

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User-Defined Chart Types

- Naming a User-Defined Chart Type
- Using a User-Defined Chart Type

Paste Special

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

Conditional Formatting

- Conditional Formatting Options
- Conditional Ranges and Borders
- Applying Multiple Conditions

Hyperlinks

- Hyperlinking within a Workbook
- Hyperlinking to a Range
- Hyperlinking between Applications

Excel On The Web

- Publishing a Static Worksheet
- Adding to an Existing Web Page
- Publishing an Interactive Web Page

Sorting

- Performing a Simple Sort
- Sorting on more than one Column
- Sorting Numbers and Sorting by Rows
- Creating and using a Custom Sort List

Working With Lists

- Creating a List
- Adding Data to a List
- Filtering and Summarizing Data in a List
- Resizing a List

AutoFilter

- Applying & Using AutoFilter
- Creating Compound and Custom Filters
- Multiple Value Criteria and Wildcards