Excel Intermediate

This course outline is used to cover topics taught in all versions of Excel. The names and exact details may vary slightly depending on the version you are using.

We train on version 2013, this is virtually identical to 2010 and 2016.

Course Objectives

- understand, create and work with formulas and functions
- use a range of techniques to work with worksheets
- use data linking to create more efficient workbooks
- create effective charts in Microsoft Excel
- use a range of elements and features to enhance charts
- use the special pasting options in Excel
- apply conditional formatting to ranges in a worksheet
- sort data in a list in a worksheet
- filter data in a table
- understand and use Excel's Quick Analysis tools
- create and work with custom views

Exercises

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

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.

TOPICS

Worksheet Techniques

- Inserting and Deleting Worksheets
- Copying a Worksheet
- Renaming a Worksheet
- Moving a Worksheet
- Hiding a Worksheet
- Unhiding a Worksheet
- Copying a Sheet to Another Workbook
- Moving a Sheet to Another Workbook
- Changing Worksheet Tab Colours
- Grouping Worksheets
- Hiding Rows and Columns
- 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 Right Chart
- Using a Recommended Chart
- Creating a New Chart From Scratch
- Working With an Embedded Chart
- Resizing a Chart
- Repositioning 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

Excel Intermediate

Chart Elements

- Understanding Chart Elements
- Adding a Chart Title
- Adding Axes Titles
- Repositioning the Legend
- Showing Data Labels
- Showing Gridlines
- Formatting the Chart Area
- Adding a Trendline
- Adding Error Bars
- Adding a Data Table

Special Pasting

- Understanding Pasting Options
- Pasting Formulas
- Pasting Values
- Pasting Without Borders
- Pasting as a Link
- Pasting as a Picture
- The Paste Special Dialog Box
- Copying Comments
- Copying Validations
- Copying Column Widths
- Performing Arithmetic With Paste Special
- Copying Formats With Paste Special

The Quick Analysis Tools

- Understanding Quick Analysis
- Quick Formatting
- Quick Charting
- Quick Totals
- Quick Sparklines
- Quick Tables

Custom Views

- Understanding Custom Views
- Adding a Custom View
- Creating a Custom View
- Working With Custom Views

Sorting Data

- Understanding Lists
- Performing an Alphabetical Sort
- Performing a Numerical Sort
- Sorting on More Than One Column
- Sorting Numbered Lists
- Sorting by Rows
- Practice Exercise
- Practice Exercise Sample

Filtering Data

- Understanding Filtering
- Applying and Using a Filter
- Clearing a Filter
- Creating Compound Filters
- Multiple Value Filters
- Creating Custom Filters
- Using Wildcards

Conditional Formatting

- Understanding Conditional Formatting
- Formatting Cells Containing Values
- Clearing Conditional Formatting
- More Cell Formatting Options
- Top Ten Items
- More Top and Bottom Formatting Options
- Working With Data Bars
- Working With Colour Scales
- Working With Icon Sets
- Understanding Sparklines
- Creating Sparklines
- Editing Sparklines
- Creating Custom Rules
- The Conditional Formatting Rules Manager
- Managing Rules
- Clearing Rules