

Excel Intermediate v3.0

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.

Course Objectives

- use a range of techniques to work with worksheets
- 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
- use a range of elements and features to enhance charts
- use data linking to create more efficient workbooks
- understand and use Excel's Quick Analysis tools
- create and work with scenarios and the Scenario Manager
- use common worksheet functions
- create and work with custom views
- share workbooks with other users
- create and work with tables
- use common worksheet functions

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

Really Useful Functions

- Using Counting Functions
- Using COUNT and COUNTA
- Using COUNTBLANK
- Using COUNTIF
- Using SUMIF
- Using SUMIFS
- Using the CONCATENATE Function

Excel Intermediate v3.0**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

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

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

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

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Worksheet Tables

- Understanding Tables
- Creating a Table From Scratch
- Working With Table Styles
- Inserting Table Columns
- Removing Table Columns
- Converting a Table to a Range
- Creating a Table From Data
- Inserting or Deleting Table Records
- Removing Duplicates
- Sorting Tables
- Filtering Tables
- Renaming a Table
- Splitting a Table
- Deleting a Table

The Quick Analysis Tools

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