

Excel Intermediate

Target Audience

This one day course is aimed at experienced users of Excel. First time users of Excel should attend the Introductory Course. This course will build on the skills acquired on the introductory course and provide a more in-depth knowledge of the software.

Course Details

This is a structured one day course with expert tuition, demonstrations and hands on practice.

A training manual or reference guide and appropriate exercises are provided.

Course Objectives

- Understand how to use groups of linked spreadsheets
- Produce more complex spreadsheets in Excel
- Use protection on your spreadsheets

Course Content

- Revision of introductory topics.
- Creating and manipulating charts.
- Named ranges - make selection, navigation and formula building simple.
- Using Built in Functions such as IF, SUMIF, COUNTIF etc.
- Protecting cells to prevent changes to formulae and other important parts of the spreadsheet.
- Working with multiple sheets: linking worksheets, 3-D formulae and the concept of the Workbook.
- Sorting and filtering data in lists.
- Creating automatic subtotals.
- Creating a pivot table report/chart
- Conditional formatting
- Importing and Exporting
- Lots of useful tips, tricks and shortcuts.