



Microsoft® Excel Intermediate

Objectives

This course is for existing users of Excel who wish to improve competence working with calculations, large spreadsheets, and lists.

Prerequisites

Previous knowledge of Excel is required including the ability to construct basic formulas. The following gives an overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Formulas and Functions

- Revision of formulas, AUTOSUM & statistical functions
- Absolute & mixed cell addressing recap
- Naming cells for use in formulas
- Using the Insert Function button
- COUNTIFS and SUMIFS (to count/sum cells based on criteria)
- Testing data using the IF function

Multiple Worksheets & Books

- Inserting & deleting worksheets
- Colour-coding worksheet tabs
- Moving and copying worksheets
- Grouping worksheets for formatting and printing
- Linking cells between worksheets/books
- Creating calculations across worksheets/books

Lists

- Sorting & filtering lists
- Creating quick subtotals
- Formatting a list as a table

Viewing Large Worksheets

- Freezing columns and rows
- Hiding & unhiding columns and rows
- Custom Views

Printing

- Printing a selection
- Setting & clearing print areas
- Scaling a sheet to fit
- Centring horizontally & vertically
- Inserting & removing page breaks
- Headers & footers revision
- Repeating titles on each page

Conditional Formatting

- Creating quick formatting rules
- Managing and clearing rules
- Using formulas with conditional formats

Timesavers

- Using the Quick Analysis tool
- FlashFill