



## Microsoft® Excel Intermediate

### Objectives

Duration: 1 Day

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