

Intermediate Excel Course

The Intermediate Excel course is aimed at users who are familiar with the basic functions of Microsoft Excel, but are not aware of time saving tools and functions and how to get the most from the application. It looks at working with multiple worksheets and getting familiar with some basic formulas and functions.

The course is exercise driven using realistic examples and exercises to provide practical knowledge, which then can be applied within the employee's everyday work.

1. Excel Preferences

- Default file locations
- Recently used file list
- Default number of sheets in a workbook

2. Working with Worksheets

- Adding/Deleting Worksheets
- Format Worksheet Tabs
- Reposition Worksheets in a Workbook
- Copy Worksheets

3. Working with data

- Using the FORM tool to enter data quickly
- Validation
- Create a Custom Numeric Format
- Create and edit a comment
- Paste Special
- Subtotals

4. Working with Formulas

Introduction to using formulas (SUM, AVERAGE, CONCATENATE, IF, COUNTIF)

5. Sorting and Filtering Data

- Sort Data
- Applying Auto Filters
- Using Advanced Filters to produce a list

6. Conditional Formatting

Working with Conditional Formatting

7. Setting Page Display and Printing Options

- Freeze and Unfreeze Rows and Columns
- Freezing Panes
- Set Print Titles
- Set Page Margins
- Create a Header and Footer
- Change Page Orientation
- Insert and Remove a Page Break
- Print a Range

Duration

1 day (1000 to 1600)

Up to 6 attendees