

MICROSOFT EXCEL – INTERMEDIATE COURSE OUTLINE

APPLICATION	MICROSOFT EXCEL
LEVEL	INTERMEDIATE
DURATION	TWO DAYS
WHO SHOULD ATTEND	The course is designed for users who are confident with the basic features available within Excel but want to extend their knowledge to the more advanced features.

OBJECTIVES

At the end of the course the delegate will be able to:

Multiple Worksheet Files	work with multiple worksheets, name individual sheets, link data from sheets, and other files with linking formulas, print multiple areas of cells
Styles	create and use formatting styles
Inserting Graphic Objects	insert, move and change the size of graphic objects within a spreadsheet
Templates	create worksheet and workbook templates with text, values and formulae
Worksheet Protection	confine access to selected cells on a worksheet.
Logical Functions	create conditional formulas using IF, AND, OR, and nested IF statements
Conditional Formatting	set conditional formats on ranges of cells
Calendar Functions	understand the way time and dates are stored by Excel, use calendar formulae together with date and time formatting
Lookup Tables	understand principles of lookup tables, use VLOOKUP to lookup data
Database Lists	understand the principles of creating a database list, filtering the database list, setting multiple query criteria, subtotalling data in the list
Sort, Find & Delete Records	sort a database using more than one key field, find a specific record and delete records
Data Lists*	convert a data range into a list, use data entry, filtering and totals features
Data Validation	restrict data entry into cells, display cell messages under certain conditions
Database Statistical Functions	use DSUM, DAVERAGE, DCOUNT database functions to interrogate a database
Charts	create Bar, Pie and Line Charts, format charts and attach legends, titles, and label the axes
Customised AutoFill	create customised AutoFill lists for frequently typed lists of data
Changing Excel Defaults	alter the standard settings for Excel

* Excel 2003 Only