Excel Intermediate

Course Duration

1 Day

Objectives & Expected Outcomes

Work more effectively in larger workbooks or across multiple worksheets

Utilise advanced Formulae and Functions

Use basic Data Analysis tool

Pre-Requisites

To have attended the Introductory course, or have gained similar knowledge in the workplace. Specifically, the delegate should be able to: create and save workbooks; edit, modify and format worksheets and data; create basic calculations; use and understand simple functions; and prepare and print worksheets.

Subjects

Using Cell Referencing and Formatting Effectively

Relative and Absolute cell references | Applying and defining cell and range Names | Using Names in formulae | Conditional Formatting | Quick Analysis (including Sparklines) | Creating Custom Formats

Navigating Worksheets and Workbooks

Opening multiple workbooks | Switching between and arranging workbook windows | Creating formulae across multiple worksheets | Creating and managing data links across multiple workbooks | Using Paste Special to transfer data and other characteristics | Creating and editing Templates | Opening a workspace file

Using More Advanced Functions

Using Functions to manipulate, tidy and represent text or numeric data accurately | Using Conditional Functions to summarise data | Using Date and Time functions | Using Logical functions | Using Nested functions | Using Lookup functions to reference data

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Customising Charts and Graphs

Identifying, formatting and modifying chart elements | Chart Elements, Chart Styles, Chart Filters buttons | Formatting a chart axis | Adding a trendline to a chart | Creating a combination chart Themes

Working with Lists of Data

Flash Fill | Sorting data effectively | Using the AutoFilter tools | Creating custom Filters | Basic Data Validation

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