



Course Outline - Intermediate Excel



Aims

To introduce existing users to more of the tools within Excel and to recap the basic features to ensure all are being used efficiently and effectively.

Learning Objectives

By the end of the course learners will feel confident in their ability to use more complex formulas, to work effectively with multiple worksheets and use the database features available within Microsoft Excel.

Previous Knowledge/Experience

It is assumed that learners are using Excel at a basic level on a regular basis, have recently attended the Excel Introductory course, or have similar level of knowledge.

Duration

5 x 2 hr classes

Topics

- ♥ Recap of basic formulas and formatting.
- ♥ Using popular functions in formulas - sum, count, average, min, max.
- ♥ Understanding relative and absolute cell references.
- ♥ Defining, creating and using range names.
- ♥ Creating and using data lists - sorting and filtering.
- ♥ Creating and updating subtotals.
- ♥ Creating and formatting simple charts.
- ♥ More functions - if, countif, sumif; nesting functions.
- ♥ Working with multiple worksheets - naming, grouping and linking.
- ♥ Protecting worksheets.

Previous/Follow-on Courses

- ♥ Introduction to Excel
- ♥ Advanced Excel

Course content may change at the trainer's discretion to suit the needs of delegates on the day.

