

## Microsoft Excel Intermediate Course Outline

- Duration:** 1 Day
- Benefit:** This course is designed for those delegates who wish to build on their basic knowledge of Excel.
- Objectives:** On completion of this course, attendees will be able to manage and extract data from lists, use statistical and logical functions, link sheets and workbooks together, create and modify Charts.
- Pre-requisites:** Attendees should have attended our Excel Foundation course or have equivalent knowledge.

### ● Review of Excel Essentials

- Creating a spreadsheet
- Writing formulae
- Using the AutoSum function
- Absolute and relative cell references

### ● Advanced Formatting/Editing

- Creating custom number and date formats
- Applying conditional formatting

### ● Naming Cells and Ranges

- Defining named cell ranges
- Editing and deleting named ranges
- Using named ranges in formulae

### ● Linking and Consolidating

- Linking cells and formulae between sheets and workbooks
- Consolidating multi-worksheet data

### ● Further Functions

- Using MAX, MIN, AVERAGE COUNT functions
- Using SUMIF and COUNTIF
- Calculating with dates
- Introduction to using the IF function

### ● Database Features

- Setting out a database list
- Sorting data
- Using AutoFilter
- Using advanced filter
- Adding subtotals
- Using database functions
- Using find and replace

### ● Charting and Drawing

- Creating Charts using the Chart Wizard
- Editing and formatting Charts