Microsoft Excel Intermediate

Course Content

The following modules have been designed to suggest a combination of features of Excel that might be of benefit to delegates with specific task-related training requirements. It should be noted that these topics are offered as **suggested** modules. We will offer advice and design the course around your individual requirements.

Objectives: To respond to the requirements of the user and promote efficient use of Excel features that will enable them to control their data and workbooks in the most effective way.

Module 1 - (Basic Level)
- Using The Edit Fill Command
- Copying A Formula - Relative Cell Addresses
- Absolute Cell Referencing
- Mixed References
- Converting Formulae To Values
- Formatting Spreadsheet Output
- Range Names

Module 2
- Charts
- Preparing Data To Be Charted
- Creating, Modifying and Annotating Charts
- 3-D Charts
- Printing Charts
- Freezing Worksheet Headings
- Splitting The Screen
- Basic Functions

Module 3
- Mathematical Functions
- Statistical Functions
- Financial Functions
- Logical Functions
- Using Dates In Worksheets
- Lookup Tables
- Linking Worksheets
- Working With File Links
- Consolidating Multiple Worksheets

Module 4
Particularly useful for those who work with large lists of data.

- Use Of Excel As A Database
- Working With Forms
- Sorting A List
- Sub-Totals
- Autofilter Facility
- Creating Your Own Toolbars
- Recording Macros
- Assigning A Macro To A Toolbar