



Microsoft® Excel Intermediate One Day Course

This course presumes the delegate has relevant experience of Excel or has attended the S&G Excel Introductory level course. It is intended to advance their skills and confidence with the package. Upon completion of the course the delegate will have an understanding of advanced formatting, search data using criteria based searches, analyse and summarise data and customise charts. In addition they will appreciate the potential Excel offers to manipulate data.

Course Outline

Advanced Functions

Absolute Cell References
IF Statement: SUMIF, COUNTIF, IF, AND, OR
VLookUp
HLookUp
Data Validation

List Functionality

Forms
Criteria, Record count
Sorting Options
Filtering Options including - AutoFilter
Advanced Filter
Filter by colour, text criteria
Copy to another Location
Remove Duplicates

Enhanced Format Tools

Date Formats
Number Formats
Text Alignment
Drawing Toolbar
Clear Data, Formats, Comments
All Graphics:
Clip Art, WordArt, Importing Pictures,
Enhancing Worksheet/Cell appearance
Working with/Creating Styles

Charts

Customising:-
Type, Data, Titles, Legend, Labels
Manipulation of Data
Creating a Combination Chart

Additional Tools

Paste Special
Working with Sheets
Comments - Show/Hide
Smart Tags Overview
Hyperlinks
Worksheet Protection/Password Protect
Track Changes
Name Ranges
Create & Define Names
Hiding Columns, Data, Comments
Editing Data Entries, Cell Contents, Formulae
Subtotals
Compare side by side
Arrange all
Conditional formatting
Find duplicates

Advanced Data Manipulation Tools

Linking: Cells, Worksheets, Workbooks
Updating Links

Customising

Screen view options
Excel options
All printing options
Page layout
Page break preview
Keyboard shortcuts

Auditing

Precedents and Dependents
Auditing Toolbar

Introduction to Macros

These hands-on courses include refreshments and course materials

The course will begin at 9:30am and finish by 4.30pm.

For an information pack or to book courses, Please telephone:

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or visit our website: www.ComputerCourses.co.uk**