Microsoft Excel Intermediate

Functions, list management, link and present data

Audience

This **one-day** course is for people who want expand their basic knowledge of Microsoft Excel to work with larger spreadsheets, create charts, manage tables of data and develop their knowledge of Excel's functions.

Objectives

At the end of the course delegates will be able to:

- ✓ Manage and enhance large worksheets
- ✓ Create formulas across multiple worksheets
- ✓ Copying formats and values across multiple worksheets
- ✓ Copy and link information across multiple workbooks
- ✓ Consolidating data by Category and Position
- ✓ Represent data graphically using charts
- ✓ Understand the concepts of creating and modifying databases
- ✓ Sort lists and filter information
- ✓ Excel Functions
- ✓ Pivot Tables

Course Content

Overview and Recap of Interface

- Freeze Panes
- Split window
- View multiple sheets simultaneously
- Page Layout View
- Customise Quick Access Toolbar and Ribbon Tabs

Functions

- Generate statistics and calculations using SUM, AVERAGE, COUNT, MIN and MAX functions
- Function Syntax, Wizard and Arguments
- COUNTA, COUNTBLANK, COUNTIF and SUMIF
- IF functions for decision making
- DATE functions
- TEXT functions

Working with Multiple Worksheets

- Navigating between, Selecting, Renaming Worksheets
- Selecting Multiple Worksheets

- Copying & Moving Worksheets & Data Between Worksheets
- Using Grouped Worksheets
- Creating 3-D Formulas
- Using 3-D Ranges in Functions

Using Multiple Workbooks

- Copying Data Between Workbooks
- Saving & Opening a Workspace
- Linking Workbooks
- Using Paste Special and Live Preview
  - ○ Copying Values & Formulas between Worksheets
  - ○ Performing Mathematical Operations

Consolidating Worksheets

- Consolidating By Category & Position

Working with Comments

- Insert, Edit, Show/hide, Print, Delete

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Creating Charts

- Creating, Moving, Resizing, Printing & Deleting Charts
- Formatting Chart Objects & Data Series
- Creating User-Defined Charts
- Changing the Data Source; Editing Text/Axis Titles
- Removing/Adding Axes Labels; Adding Data Labels & Tables
- Using a Secondary Axis & Adding a Trendline
- Data Chart in a cell

Working with Databases

- Creating & Modifying a Database

- Sorting Lists
- Sorting Records By Multiple Fields
- Using Auto-filter
- Creating an Excel Table
- Features and Tools of an Excel Table
- Dynamic Subtotals
- Structured References

Pivot Tables

- Introduction to Pivot Tables
- Drilling Down
- Pivot Table Functions to summarise and analyse data
- Grouping Data
- Slicers and filters