

Intermediate Microsoft Excel

(1 day)

Aim

This course guides participants through Excel's intermediate level features. Participants learn how to create, edit and enhance charts; work with multiple worksheets and workbooks, and use financial and logical functions. Learners will also gain hands-on experience using linking, consolidation of worksheets, and databases.

Who should attend

People with some experience of spreadsheets and Excel. Delegates should be familiar with the topics covered in the Excel 2000 Introduction one day course outline

Course Content

Review of Basics

File Linking Creating to links to other workbooks and worksheets
Updating links to other workbooks
Changing link paths

File Consolidation and 3D Worksheets

File consolidation
Selecting more than one worksheet
Formatting and data entry in 3D worksheets
Creating 3D formulas
Copying 3D formulas

Advanced Formatting

Word Wrap
Merge Cells
Using Draw to create and modify lines and objects
Comments: adding, amending, deleting
Freezing titles

Passwording

Files
Worksheets
Ranges within worksheets

Charts

Using the Chart wizard
Creating a basic chart
Overview of different chart types
Editing and formatting the chart
Changing the chart type
Adding labels
Working with x and y axes
Working with the legend
Working with chart titles

Absolute Cell Referencing

Distinguishing between absolute and partial cell addressing
Using absolute and partial cell addressing
Referencing in formulas

Auto Filter (Database)

Creating an auto filter
Extracting data
Customise extracted data
Show all
Removing the auto filter

Customised Lists

Creating customised lists
Using customised lists

Working with Dates

Creating date series
Calculations with dates.



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