

Course Outline | Excel Intermediate

1 day(s)

Overview

This course is designed for learners who already have foundational knowledge and skills in Microsoft Excel and who wish to take advantage of some of the higher-level functionality in Excel to analyze and present data. Upon completion of this course, you will be able to leverage the power of data analysis and presentation to make better informed, intelligent organizational decisions.

Course Requirements

Learners should have used Excel before and be familiar with creating basic formulas, using Autofill along rows or columns and working with Absolute Cell References (e.g. \$C\$5) to refer to fixed figures – such as VAT rates or performance targets.

What You Will Learn

In particular you will be able to:

- Create advanced formulas
- Work with named ranges
- Analyze data by using functions and conditional formatting
- Organize and analyze datasets and tables
- Manipulate worksheets

Course Outline

Excel Setup & Printing Issues

- Headers and Footers
- Scaling Your Worksheet to Fit Page(s)
- Printing Titles on Every Page
- Previewing a Worksheet

Excel Functions and Formulas

- Getting Help with Functions
- Nested Functions
- Consolidating Data Using a 3-D Reference Sum Function
- Mixed References within Formulas

Excel Most Used Functions

- Inserting the Current Time and Date
- Today Function
- Now Function
- Round Function
- Sumif Function
- If Function
- Trim Function
- Concatenate Function
- Vlookup Function

Excel Named Ranges

- Naming Cell Ranges
- Removing a Named Range
- Named Cell Ranges and Functions

Excel Cell Formatting

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- Conditional Formatting
- Custom Number Formats

Manipulating Worksheets within Excel

- Copying or Moving Worksheets between Workbooks
- Hiding Rows
- Hiding Columns
- Un-Hiding Rows
- Un-Hiding Columns

Paste Special Options within Excel

- Using Paste Special 'Values'

Tables

- Preparing data for a table
- Creating a table
- Formatting a table
- Display the table total row
- Adding a row to a table
- Deleting a row from a table
- Inserting a column in a table
- Deleting a column in a table
- Renaming a table
- Advantages of a table