
Excel Intermediate

Course objectives

This extremely practical 1-day course allows the delegate to experience the power of Microsoft Excel.

Target Audience

For people who have some experience of Microsoft Excel and wish to examine some of the more advanced features.

Assumed Knowledge

This course is for anyone who has some experience of Microsoft Excel and wishes to examine some of the more advanced features.

Course Agenda

Spreadsheet Appearance

- Zoom
- Multiple Windows
- Freeze Panes

Protection

- Cell and Workbook Protection
- Hide Row, Column and Spreadsheet
- Cell Comments
- Create, Edit and Delete Comments
- Scenarios
- Create, Display and Delete Views
- Reports

Advanced Formulas

- Percentage
- Cumulative Totals
- Checking Formulas and Errors
- Data Series
- Goal Seek
- Solver

Lists

- Create a List
- Data Forms
- Filter Lists
- Custom AutoFilter
- Advanced Filter
- Subtotals and Linking Cells

Advanced Cell Formatting

- Text Wrap
- Merge Cells
- Text Orientation
- Format Painter
- Conditional Formatting
- Select Specific Cells
- Find and Replace Text and Paste Special

Advanced Printing

- Headers and Footers
- Print Titles, an Area and a Selection
- Page Breaks
- Sorting
- Sort Data and a List

Names & Templates

- Using Names
- Create Names
- Apply and Paste Names

Pivot Tables

- Create and Format PivotTables
- Pivot Charts
- Pivot Tables from External Sources