

Microsoft Excel Intermediate

One Day

A hands-on instructor-led Microsoft Excel training course allowing people based in Scotland with an existing knowledge of Excel fundamentals to improve their skills and create better spreadsheets. A useful capability with analysing and presenting data with Excel is achieved through learning, discussion and practice with an expert trainer in a professional classroom environment.

Course Aims

All Excel training courses aim to increase each participant's overall ability and confidence in using Excel features that can be directly applied to their work. The aim on this second level of Excel training is for delegates to be able to afterwards produce more professional spreadsheets and charts, plus be better placed to manipulate and analyse data. Training therefore covers:

- Working with, viewing and tidying large worksheets for clarity and purpose.
- Using multiple worksheets to organise data more clearly
- Using advanced formulas and charts to summarise and demonstrate data
- Organising spreadsheet cells for information relevance and consistency

Course Content

Working with Multiple Worksheets

- Using multiple worksheets
- Linking worksheets
- Managing workbooks

Absolute Cell References

- Lock rows and column cell references

Working with Large Spreadsheets

- View options
- Hiding/displaying data
- Printing large worksheets
- Outline a Worksheet

List Management

- Sorting individual and multiple columns
- Create a custom sort
- Filtering
- Advanced filtering

Advanced Formatting

- Dates
- Styles
- Conditional formatting
- Custom Formatting

Advanced Formulae

- Logical functions e.g. IF
- Lookup functions

Documenting and Auditing

- Comments and Text Boxes
- Formula Auditing features

Advanced Charts

- Combination charts
- Adding and removing data
- Moving a chart
- Other chart options