Microsoft Excel - Intermediate

Course Aim

Learn some shortcuts, tips and tricks to help make working with Excel easier and more productive.

Learn about formulas and functions to build powerful calculating spreadsheets.

Apply custom formats to numbers in Excel to display the data the any way you like.

Group and Outline data to easily collapse and show information in a spreadsheet.

Build charts to visually display data trends and apply custom formatting to them.

Use Data Validation to control how users of your spreadsheets enter data into Excel by adding limitations and custom error messages.

Course Prerequisites

Previous experience using Microsoft Excel at a basic level is an essential prerequisite for this course.

Course Duration

One day: 9:00am - 4:30pm

Inclusions

Each participant will receive a comprehensive course manual and will have access to relevant exercise files on-line.

What to Bring

- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

Course Topics

AutoComplete features
- Fill Handle
- Filling values, text and dates
- Custom Fill Lists

Keyboard Shortcuts
- Selecting cells
- Insert Cells, Columns and Rows
- Insert Dates

Formulas
- Formula structure
- Formula Calculation order
- Absolute and Relative cell references
- Formula Auditing
- Trace formula Dependance and Precedence.
- Find and correct Formula Errors
- Watch and Evaluate formulas

Functions
- Function Structure
- Using Formula Bar and Paste Function features
- Introduction into various function types:
  - Math & Trig functions
  - Date functions
  - Text functions
- Using AutoCalculate

Formatting
- Creating Custom Number formats
- Conditional Formatting

Grouping and Outlining
- Grouping Rows and Columns

Charting
- Creating charts
- Formatting chart components
- Creating and applying user-defined charts
- Combining chart types and adding a secondary axis
- Adding Trendlines and Error Bars

Data Validation
- Set Validation criteria
- Specify a data Input Message
- Customise Error Messages