



## Microsoft Excel Training

### Microsoft Excel 2010 Intermediate

#### Who Should Do This Course?

This course is intended for current Microsoft Excel users who wish to extend their knowledge and skills beyond building simple workbooks.

Students should have already completed Excel 2010 Beginner course or know how to create and save an excel workbook, enter simple formulas and print and chart data.

#### Duration: 1 day

**Class size:** 10 students max

**Times:** 9:00am - 5:00pm

**Price:** Refer to our website for current course and package pricing

#### After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

#### About The Course

This course covers how to work more efficiently with workbooks and worksheets, enhance the appearance of data and worksheets, perform analysis using functions and use the sorting and filtering features to manage and analyse data.

#### Learning Outcomes

Upon successful completion of this course, students will be able to:

- use the fill operations available to fill a data series
- understand and use formula cell referencing to create more complex formulas
- use a range of logical functions
- apply conditional formatting to ranges in a worksheet
- create and use labels in a workbook
- work with various elements of a worksheet
- use a range of techniques to work with worksheets
- use a range of find and replace techniques
- apply a variety of page setup techniques
- sort data in a list in a worksheet
- filter data in a table
- create effective charts in Microsoft Excel
- use a range of techniques to enhance charts
- apply formatting techniques to text on charts

## Content

### Unit 1: Filling Data

- Understanding Filling
- Filling A Series
- Filling A Growth Series
- Filling A Series Backwards
- Filling Using Options
- Creating A Custom Fill List
- Modifying A Custom Fill List
- Deleting A Custom Fill List

### Unit 2: Formula Referencing

- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References
- Creating Mixed References

### Unit 3: Labels and Names

- Understanding Labels And Names
- Creating Names Using Text Labels
- Using Names In New Formulas
- Applying Names To Existing Formulas
- Creating Names Using The Name Box
- Using Names To Select Ranges
- Pasting Names Into Formulas
- Creating Names For Constants
- Creating Names From A Selection
- Scoping Names To The Worksheet
- Using The Name Manager
- Documenting Range Names

### Unit 4: Logical Functions

- Understanding Logical Functions
- Using IF To Display Text
- Using IF To Calculate Values
- Nesting IF Functions
- Using IFERROR
- Using TRUE And FALSE
- Using AND
- Using OR
- Using NOT

### Unit 5: Conditional Formatting

- Understanding Conditional Formatting
- Formatting Cells Containing Values
- Clearing Conditional Formatting
- More Cell Formatting Options
- Top Ten Items

- More Top And Bottom Formatting Options
- Working With Data Bars
- Working With Colour Scales
- Working With Icon Sets
- Understanding Sparklines
- Creating Sparklines
- Editing Sparklines

### Unit 6: Working With A Worksheet

- Understanding Worksheets
- Changing Worksheet Views
- Worksheet Zooming
- Viewing The Formula Bar
- Viewing The Gridlines
- Viewing The Ruler
- Inserting Cells
- Deleting Cells
- Inserting Columns
- Inserting Rows
- Deleting Rows And Columns
- Switching Between Worksheets

### Unit 7: Worksheet Techniques

- Inserting And Deleting Worksheets
- Copying A Worksheet
- Renaming A Worksheet
- Moving A Worksheet
- Hiding A Worksheet
- Unhiding A Worksheet
- Copying A Worksheet To Another Workbook
- Moving A Worksheet To Another Workbook
- Changing Worksheet Tab Colours
- Grouping Worksheets
- Hiding Rows And Columns
- Unhiding Rows And Columns
- Freezing Rows And Columns
- Splitting Windows

### Unit 8: Finding And Replacing

- Understanding Find And Replace Operations
- Finding Text
- Finding Cell References In Formulas
- Replacing Values
- Using Replace To Change Formulas
- Replacing Within A Range
- Finding Formats
- Finding Constants Using Go To Special
- Finding Formulas Using Go To Special
- Finding The Current Region
- Finding The Last Cell

## Unit 9: Sorting Data

- Understanding Lists
- Performing An Alphabetical Sort
- Performing A Numerical Sort
- Sorting On More Than One Column
- Sorting Numbered Lists
- Sorting By Rows

## Unit 10: Filtering Data

- Understanding Filtering
- Applying And Using A Filter
- Clearing A Filter
- Creating Compound Filters
- Multiple Value Filters
- Creating Custom Filters
- Using Wildcards

## Unit 11: Charting Techniques

- Understanding Chart Layout Elements
- Adding A Chart Title
- Adding Axes Titles
- Positioning The Legend
- Showing Data Labels
- Showing A Data Table
- Modifying The Axes
- Showing Gridlines
- Formatting The Plot Area
- Adding A Trendline
- Adding Error Bars
- Adding A Text Box To A Chart
- Drawing Shapes In A Chart

## Unit 12: Creating Charts

- Understanding The Charting Process
- Choosing The Chart Type
- Creating A New Chart
- Working With An Embedded Chart
- Resizing A Chart

- Dragging A Chart
- Printing An Embedded Chart
- Creating A Chart Sheet
- Changing The Chart Type
- Changing The Chart Layout
- Changing The Chart Style
- Printing A Chart Sheet
- Embedding A Chart Into A Worksheet
- Deleting A Chart

## Unit 13: Chart Text Formatting

- Understanding Chart Text Formatting
- Using Font Formatting And Alignment
- Using WordArt Styles
- Changing Text Fill
- Changing Text Outline
- Changing Text Effects

## Unit 14: Chart Object Formatting

- Understanding Chart Object Formatting
- Selecting Chart Elements
- Using Shape Styles To Format Objects
- Changing Column Colour
- Changing Pie Slice Colour
- Changing Bar Colours
- Changing Chart Line Colours
- Using Shape Effects
- Filling The Chart Area And The Plot Area
- Filling The Background
- The Format Dialog Box
- Using The Format Dialog Box
- Using Themes

## Looking for course dates?

To view a full list of course dates, please visit our website at [www.dynamicwebtraining.com.au](http://www.dynamicwebtraining.com.au)

Alternatively please contact our office on **1300 888 724**