Microsoft Excel Training
Microsoft Excel Intermediate

About The Course

This one-day Excel Intermediate course takes learners through techniques associated with creating better and more productive workbooks. As well as covering several Excel functions, including logical & date and time functions, this one-day course includes data set-up and management techniques, conditional formatting, advanced charting features and more streamlined methods to enhance efficient spreadsheet creation.

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)

Who Should Do This Course?

Designed for current Microsoft Excel users, this course is for those wanting to build on existing fundamental skills to go beyond building simple workbooks. At the end of the course, students should be able to use advanced techniques to manage manipulate and analyse complex data and efficiently create more effective workbooks.

Learning Outcomes

Upon successful completion of this course, students will learn about:

- Using the fill operations available to fill a data series
- Working with formula cell referencing
- Working with defined names in a workbook
- using common worksheet functions
- working with logical function in Excel
- using the date and time functions to perform calculations
- applying conditional formatting to ranges in a worksheet
- working with elements that make up the structure of a worksheet
- using a range of techniques to work with worksheets
- using a range of find and replace techniques
- importing data into Excel and export data from Excel
- sorting data in a list in a worksheet
- filtering data in a table
- creating effective charts in Microsoft Excel
- using a range of elements and features to enhance charts
- selecting and changing the format of objects in a chart

Prerequisites

Participants should have already completed the Excel Beginner Course before attending this course, or have equivalent skills creating and printing formatted spreadsheets containing simple formulas and functions.

Content

Unit 1: Filling Data in Excel

- Understand Filling
- Fill a Series
- Fill a Growth Series
- Fill a Series Backwards
- Fill Using Options
- Create a Custom Fill List
- Modify a Custom Fill List
- Delete a Custom Fill List
- Extract with Flash Fill
- More Complex Flash Fill Extractions
- Extract Dates and Numbers

Unit 2: Formula Referencing

- Relative Vs Absolute Referencing
- Working with Relative Formulas
- Problems with Relative Formulas
- Create Absolute References
- Create Mixed References

Unit 3: Defined Names

- Understand Defined Names
- Define Names from Worksheet Labels
- Use Names in Typed Formulas
- Apply Names to Existing Formulas
- Create Names Using the Name Box
- Use Names to Select Ranges
- Paste Defined Names into Formulas
- Define Names for Constant Values
- Create Names from a Selection
- Scope Names to a Worksheet
- Working with Name Manager
- Documenting Defined Names

Unit 4: Essential Functions

- Important Worksheet Functions
- Use IF Function with Text
- Use IF Function with Numbers
- Nesting IF Functions
- Use the CHOOSE Function
- Use Counting Functions
- Use ROUND Function
- Rounding Up and Rounding Down
- Working with Manipulative Functions
- Use the MOD Function
- Use the TODAY Function
- Use the NOW Function
- Use the DATE Function
- Use the PMT Function

Unit 5: Logical Functions

- Working with Logical Functions
- Using IF Function with Text
- Using IF Function with Numbers
- Nesting IF Functions
- Using IFERROR Function
- Using TRUE and FALSE Functions
- Using AND Function
- Using OR Function
- Using NOT Function

Unit 6: Date and Time Functions

- Understand Date and Time Functions
- NOW Function
- HOUR and MINUTE Function
- TODAY Function
- Calculate Future Dates
- DATE Function
- Working with Calendar Functions
- WEEKDAY Function
- WEEKNUM Function
- WORKDAY Function
- EOMONTH Function

Unit 7: Conditional Formatting

- Understand Conditional Formatting
- Format Cells Containing Values
- Clear Conditional Formatting
- Working with Cell Formatting Options
- Top Ten Items
- Work with Top and Bottom Formatting Options
- Work with Data Bars
- Work with Colour Scales
- Work with Icon Sets
- Understand Sparklines
- Create Sparklines
- Edit Sparklines
- Create Custom Rules
- Conditional Formatting Rules Manager
- Managing Rules

Unit 8: Working with a Worksheet

- Understand Worksheets
- Change the Worksheet View
- Zooming into a Worksheet
- View the Formula Bar
- View Worksheet Gridlines
- View the Ruler
- Insert Cells into a Worksheet
- Delete Cells from a Worksheet
- Insert Columns into a Worksheet

- Insert Rows into a Worksheet
- Delete Rows and Columns
- Work with Multiple Worksheets
- Worksheet Wisdom

Unit 9: Worksheet Techniques

- Insert and Deleting Worksheets
- Copy a Worksheet
- Rename a Worksheet
- Move a Worksheet
- Hide a Worksheet
- Un-hide a Worksheet
- Copy a Sheet to Another Workbook
- Change Worksheet Tab Colours
- Group Worksheets
- Hide Rows and Columns
- Un-hide Rows and Columns
- Freeze Rows and Columns
- Split Windows

Unit 10: Finding and Replacing Data

- Understand Find and Replace Operations
- Find Text
- Find Cell References in Formulas
- Replace Values
- Use Replace to Change Formulas
- Replace Within a Range
- Find Formats
- Find Constants Using Go to Special
- Find Formulas Using Go to Special
- Find the Current Region
- Find the Last Cell

Unit 11: Importing and Exporting Data

- Understand Data Importing
- Import from an Earlier Version
- Working Text File Formats
- Import Tab Delimited Text
- Import Comma Delimited Text
- Import Space Delimited Text
- Import Access Data
- Work with Connected Data
- Unlink Connections
- Export to Microsoft Word
- Export Data as Text
- Insert a Picture
- Modify an Inserted Picture

Unit 12: Sorting Data in Excel

- Understand Lists in Excel
- Perform an Alphabetical Sort
- Perform a Numerical Sort
- Sort on More Than One Column

- Sort Numbered Lists
- Sort by Rows

Unit 13: Filtering Data in Excel

- Understand Filtering
- Apply and Use a Filter
- Clear a Filter
- Create Compound Filters
- Work with Multiple Value Filters
- Create Custom Filters
- Use Wildcards

Unit 14: Creating Charts in Excel

- Understand the Charting Process
- Choosing the Right Chart
- Use a Recommended Chart
- Create a New Chart from Scratch
- Work with an Embedded Chart
- Resize a Chart
- Reposition a Chart
- Print an Embedded Chart
- Create a Chart Sheet
- Change the Chart Type
- Change the Chart Layout
- Change the Chart Style
- Print a Chart Sheet
- Embed a Chart into a Worksheet
- Delete a Chart

Unit 15: Chart Elements

- Understand Chart Elements
- Add a Chart Title
- Add Axes Titles
- Reposition the Legend
- Show Data Labels
- Show Gridlines
- Format the Chart Area
- Add a Trend line
- Add Error Bars
- Add a Data Table

Unit 16: Chart Object Formatting

- Understand Chart Formatting
- Select Chart Objects
- Use Shape Styles
- Change Column Colour Schemes
- Change the Colour of a Series
- Change Line Chart Colours
- Use Shape Effects
- Colour the Chart Background
- Understand the Format Pane
- Working with the Format Pane
- Explode View for Pie Slices

- Change Individual Bar Colours
- Format Text
- Format with WordArt
- Change WordArt Fill
- Change WordArt Effects