

Microsoft Excel Intermediate

OBJECTIVES

Use more advanced formulas and work with various tools to analyse data in spreadsheets; organise table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects.

Duration: 1 Day

1. **ENHANCED WORKSHEET FORMATTING**
 - Adding Borders/Shading/Colours
 - AutoFormats
 - Indented Lists
 - Conditional Formatting
2. **WORKING WITH RANGE NAMES**
 - Define Range Names
 - Apply Range Names
 - Delete Range Names
3. **NAVIGATE WORKSHEETS AND WORKBOOKS**
 - Open a Second Workbook
 - Work with Large Sheets
 - Using Zoom
 - Worksheet Linking
4. **USING MORE ADVANCED FORMULAE**
 - Conditional Formula (IF, AND, OR)
 - Function Dialogue Box
 - Conditional Statistical Functions
 - Manipulate Text with String Functions
 - Date and Time Functions
5. **WORKING WITH DATA LISTS**
 - Setting Up Lists
 - Sort Lists
 - Filter Lists
 - Create Subtotals
6. **CHARTS AND PICTURES**
 - Create Charts
 - Change Chart Elements
 - Change Chart Data
 - Print Charts
7. **CUSTOMISE EXCEL**
8. **PRINTING WORKBOOKS**
 - Print/Preview Multiple Workbooks
 - Print/Preview Multiple Worksheets