



MICROSOFT EXCEL – INTERMEDIATE

A One Day Course Covers:

1. Productivity Features

- Protecting Worksheet
- Protecting Files
- Hiding Data
- Group Mode
- Freezing Panes
- The Series Command
- AutoCorrect

2. Enhanced Worksheet Formatting

- Adding Borders/Shading/Colours
- AutoFormats
- Indented Lists
- Conditional Formatting

3. Working with Range Names

- Defining Range Names
- Applying Range Names
- Deleting Range Names

4. Navigating Worksheets and Workbooks

- Opening a Second Workbook
- Working with Large Sheets
- Using Zoom
- Worksheet Linking

5. Using More Advanced Formulae

- Conditional Formula (IF, AND and OR)
- Function Dialogue Box
- Conditional Statistical Functions
- Manipulating Text with String Functions
- Date and Time Functions

6. Working with Data Lists

- Setting Up Lists
- Sorting Lists
- Filtering Lists
- Creating Subtotals

7. Charts and Pictures

- Creating Charts
- Changing Chart Elements
- Changing Chart Data
- Printing Charts
- Inserting Clip Art and Pictures
- Drawing Objects
- Manipulating Objects

8. Customising Excel

- Hiding and Displaying Toolbars
- Customising Toolbars and Menus

9. Printing Workbooks

- Printing and Print Previewing Multiple Workbooks
- Printing and Print Previewing Multiple Worksheets



Authorised
Testing Centre