

Microsoft Excel Intermediate

2002 / 2003 / 2007

Duration: 1 Day



Who Should Attend / Target Audience

This course has been developed for people wanting to utilise Excel to perform complex calculations, represent data as a chart and manipulate database lists.

Prerequisites

Participants will need to have attended or be familiar with the topics covered in the Microsoft Excel Introduction course.

Learning Outcomes

- Understand and use statistical, financial and date functions
- Understand and utilise Range Names in formulas
- Organise a database list by sorting, filtering and subtotalling
- Use outlining to create easy to read database reports
- Create, modify and format charts
- Publish a workbook to the Web

Course Content

Version: 21/12/09

Absolute Cell Referencing

Functions

Function Syntax
The MAX Function
The MIN Function
The IF Function
Financial Functions
Date Functions

Range Names

Defining Range Names
Names in Formulas
Navigating with Names
Using Named Constants
Documenting Range Names

Conditional Formatting

AutoFill

Filling Dates
Filling Text
Custom Lists

Database Lists

Extended Formatting and Formulas
Adding Records
Sorting Data
Using a Data Form
Filtering Records
Advanced Filter
Subtotals
Outline Symbols
Using Other Functions
Using Page Breaks
Removing Subtotals

Outlining

Hiding Detail
Showing Detail
Grouping Rows

Charts

The Chart Wizard
The Chart Toolbar
Changing the Chart Type
The Legend
Gridlines
Removing an Axis

Formatting Charts

Deleting a Data Table
Printing Charts
Separate Chart Sheets
Coloured Sheet Tabs
Chart Titles
Formatting Chart Titles
Printing Separate Chart Sheets

Publishing to the Web

Previewing the Web page
Publishing a Workbook
Adding a Page Title
Publishing Worksheet Items
Interacting with the Chart

Next Level Course: MS Excel Advanced

Availability: In House Closed Group Public

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