

MICROSOFT EXCEL INTERMEDIATE

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.

Expected outcomes

- Understand and use a range of common worksheet functions.
- Understand and utilise Absolute Referencing.
- Organise a database list by advanced filtering and subtotalling.
- Utilise Conditional Formatting to change cell appearance.
- Create, modify and format a range of charts.

Introductory revision

Functions and formulas

- absolute cell referencing
- function syntax
- common statistical functions
- COUNT, COUNTIF, SUMIF and IF functions

Working with date and time

- date functions – TODAY and NOW
- EDATE and NETWORKDAYS
- work with time values
- AutoFill date sequences

Conditional formatting

- format cell value
- format using a formula
- edit conditional formatting rules
- add sparklines

Advanced sorting and filtering

- sort custom lists
- sort by colour
- complex filtering criteria
- search for criteria
- SUBTOTAL function
- subtotal a list
- create a simple Pivot Table

Tables

- create a table
- add a table formula
- add records to a table
- add totals row
- work with an outline – group and hide

Advanced charts

- create a chart sheet
- switch rows and columns
- create a secondary axis
- change a series chart type
- move a chart
- 3D charts
- 3D chart rotation
- create a static dashboard

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

Who should attend

This course has been developed for people wanting to utilise Excel to perform calculations using a variety of common worksheet functions, filter, sort and summarise database lists, format and modify charts, and conditionally format cells.