

MICROSOFT EXCEL INTERMEDIATE

Perform complex calculations, represent data as a chart and manipulate database lists.



An SGS Company



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 and modify charts to create static dashboards.

Functions and formulas

- Absolute cell referencing
- COUNTA COUNTBLANK COUNTIF functions
- The IF function
- SUMIF Function

Working with date and time

- TODAY and NOW functions
- Calculations with dates
- EDATE and NETWORKDAYS functions
- Working with time values
- AutoFill date sequences
- Flash fill

Conditional formatting

- Conditional formatting
- Data bars, icon sets, highlight cells
- Managing and editing rules
- Finding duplicates
- Adding sparklines

Simple database analysis

- Advanced sorting
- Complex filter criteria
- Searching for criteria
- Multiple subtotals
- Create a basic PivotTable
- Working with outlines

Creating dashboard charts

- Switching rows / columns
- Reorder series
- Adding data to an existing chart
- Create chart from non-adjacent data
- 3-D chart rotation
- Creating a dual axis combo chart
- Creating a dashboard
- Sizing charts on dashboard
- Aligning charts on dashboard
- Formatting a 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.

Practical, relevant training
developed for the Australian
workplace.

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