

# 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 and modify charts to create static dashboards.

## 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

## Advanced charts

- create a chart sheet
- switch rows and columns
- create a dual axis chart
- change a series chart type
- move a chart
- 3D charts
- 3D chart rotation
- create a simple 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.