MICROSOFT EXCEL INTERMEDIATE LEVEL COURSE

Prerequisites:

Attendees should have attended or have knowledge equivalent to the Introductory Level course.

Duration:

This course can be delivered as a full day course or as individual 3 hour modules

Module 3 - Creating Basic Formulas

- Using the AutoSum feature to automatically add values
- Understanding Formulas and their rules
- Creating Basic Formulas
- Copying and Pasting Formulas
- Ensuring formulas update automatically
- Using and Creating Absolute Formulas to enable a specific value to be used many times, i.e. VAT rate (using a dollar sign in a formula)
- Finding Minimum, Maximum and Average values of a list of data
- Using the Audit Feature to display cells used within Formulas
- Using named ranges within a formula
- Preventing error messages using IFERROR
- Inserting and Formatting Dates and Times
- Using Dates within Formulas

Module 4 – Links, Protection, Data Manipulation, Charts

- Working with Hyperlinks
- Remove Duplicate Values for line of data
- Using AutoFilter to view a specific set of data
- Sorting a Spreadsheet
- Use of the Transpose feature to flip the orientation of data
- Inserting Automatic Subtotals
- Linking Workbooks
- Protecting Formulas and Worksheets
- Working with Multiple Worksheets within a Single Workbook, Renaming, Inserting,
- Copying Information
- Create summary worksheets using 3D formulas
- Creating and formatting Chart