Microsoft Excel: Intermediate

Duration: 1 Day

Introduction/Summary

This course will allow the delegate to create more effective spreadsheets and to some extent automate their work.

Microsoft Excel provides comprehensive tools to help you create, analyse, and share spreadsheets, and its powerful, enhanced formatting features allow users to analyse and visualise data through the creation of graphs and charts.

TheLightBulb's one day intermediate course on Microsoft Excel, is assumed that you already have a basic understanding of the application. From this point we move on to more advanced use of the application, examining different ways to format and present information using Excel. You will be shown how to use both databases and charts to analyse data, and how to capitalise on time-saving features of Excel such as the use of templates, which will have an immediate and positive impact on your productivity.

Outcomes

By the end of this course you'll be an advanced user of Microsoft Excel and will feel confident using all the sophisticated features of this powerful application.

Content

The following are suggested topics for this level of the package and it is not intended that every subject will be covered, the actual content can be decided prior to the day or after discussion with the delegates. It will be dependent upon the skill level of each individual.

- Revision of introductory topics
- Understanding Page Set Up
- Named Cells and Ranges
- Working with multiple sheets – linking and 3d formulae
- Excel as a database – how to create a list
- Sorting information
- Using Auto filters
- Subtotalling
- Introducing pivot tables
- Charts – creating and modifying graphs and charts
- Introduction to functions – calculating averages, counting information and text functions
- Outlining and Grouping
- Conditional Formatting
- Paste Special Functions
- Freezing and splitting your screen

Requirements/Pre Requisites

Delegates should be aware of the contents of the introductory level course and be able to create simple formulas.

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