

Excel Intermediate (2003/2007)

Proposed course outline

Learn further skills to enable you to increase your productivity and to successfully share Microsoft Excel with other users.

Courses are tailored to individual requirements but topics which may be covered include:

Working with worksheets:

- Zooming to view
- Freezing/unfreezing panes
- Splitting and Removing Splits
- Hiding & Unhiding rows/columns
- Hiding/Unhiding worksheets
- Creating custom views

Working with multiple sheets

- Adding/Removing sheets
- Moving around sheets
- Linking cells between sheets and books
- Creating 3D formulas
- Editing multiple sheets
- Updating/Removing links

Date Functions

- Understanding dates in Excel
- =TODAY
- =NOW function
- Formatting dates
- Using dates in formulas

Conditional Functions

- =If statement
- Nested =If statements including AND, NOT, OR
- =SumIf
- =CountIf
- Conditional formatting

Auditing

- Formula Auditing Tools
- Revealing Formulae
- Tracing Precedents/Dependents
- Using Goto

Working with Lists

- Adding/Removing Filters
- Filtering options
- Sorting and Sort Options
- Custom Filters
- Advanced Filters
- Subtotalling

Charts & Graphs

- Creating Charts
- Chart Wizard
- Editing chart data
- Formatting charts
- Editing and Formatting charts
- Creating custom chart
- Placement of charts

Sharing Workbooks

- Adding/Editing/Removing Comments
- Sharing a workbook
- Resolving sharing conflicts
- Protecting cells
- Protecting a worksheet
- Protecting a workbook