

# Microsoft Excel - Intermediate

## Course Overview – 1-day course

### Are you looking to improve your understanding of Excel?

Learn how to work smarter in Excel, improve your efficiency and impress with your results.

You will learn how to better organise, analyze and present your day-to-day data using Excel spreadsheets. Create complex formulas, use a range of functions and develop dynamic charts and reports.

## Detailed Content

### Fill Techniques

- Creating A Custom Fill List
- Modifying A Custom Fill List
- Deleting A Custom Fill List
- Extracting With Flash Fill
- More Complex Flash Fill
- Extractions
- Extracting Dates And Numbers

### Worksheet Techniques

- Inserting And Deleting Worksheets
- Copying A Worksheet
- Renaming A Worksheet
- Moving A Worksheet
- Hiding A Worksheet
- Unhiding A Worksheet
- Copying A Sheet To Another Workbook
- Moving A Sheet To Another Workbook
- Changing Worksheet Tab Colours
- Grouping Worksheets
- Hiding Rows And Columns
- Unhiding Rows And Columns
- Freezing Rows And Columns
- Splitting Windows

### Page Setup

- Strategies For Printing Worksheets
- Understanding Page Layout
- Using Built-In Margins
- Setting Custom Margins

- Changing Margins By Dragging
- Centering On A Page
- Changing Orientation
- Specifying The Paper Size
- Setting The Print Area
- Clearing The Print Area
- Inserting Page Breaks
- Using Page Break Preview
- Removing Page Breaks
- Setting A Background
- Clearing The Background
- Settings Rows As Repeating Print Titles
- Clearing Print Titles
- Printing Gridlines
- Printing Headings
- Scaling To A Percentage
- Fit To A Specific Number Of Pages

### Applying Borders

- Understanding Borders
- Applying A Border To A Cell
- Applying A Border To A Range
- Applying A Bottom Border
- Applying Top And Bottom Borders
- Removing Borders
- The More Borders Command
- Using The More Borders Command
- Drawing Borders
- Drawing A Border Grid
- Erasing Borders
- Formatting The Drawing Pencil

### Essential Functions

- Key Worksheet Functions

- Using IF With Text
- Using IF With Numbers
- Nesting IF Functions
- The CHOOSE Function
- LOOKUP Functions (VLOOKUP & HLOOKUP)
- Counting Functions (COUNT & COUNTA)
- ROUNDING Functions
- ROUNDUP & ROUNDDOWN
- Manipulative Functions (INT, TRUNC, ABS & SIGN)
- The MOD Function
- The TODAY Function
- The NOW Function
- The DATE Function
- The PMT Function

### Complex Formulas

- Scoping A Formula
- Long-Hand Formulas
- Preparing For Complex Formulas
- Creating The Base Formula (VLOOKUP using Formula Ribbon)
- Adding More Operations (Nested IF)
- Editing A Complex Formula (Nested IF)
- Adding More Complexity (Extending the formula)
- Copying Nested Functions
- Switching To Manual Recalculation
- Pasting Values From Formulas
- Documenting Formulas

### Financial Functions

- Understanding Financial Functions
- Using PMT

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Using FV  
Using NPV  
Using PV  
Using RATE  
Using EFFECT  
Using NOMINAL

## Date and Time Functions

Understanding Date And Time Functions  
Using NOW  
Using HOUR And MINUTE  
Using TODAY  
Calculating Future Dates  
Using DATE  
Using Calendar Functions  
Using WEEKDAY  
Using WEEKNUM  
Using WORKDAY  
Using EOMONTH

## Defined Names

Understanding Defined Names  
Defining Names From Worksheet Labels  
Using Names In Typed Formulas  
Applying Names To Existing Formulas  
Creating Names Using The Name Box  
Using Names To Select Ranges  
Pasting Defined Names Into Formulas  
Defining Names For Constant Values  
Creating Names From A Selection  
Scoping Names To A Worksheet  
Using The Name Manager  
Documenting Defined Names

## Number Formatting Techniques

Applying Alternate Currencies  
Applying Alternate Date Formats  
Formatting Clock Time  
Formatting Calculated Time  
Understanding Number Formatting  
Understanding Format Codes  
Creating Descriptive Custom Formats

Custom Formatting Large Numbers  
Custom Formatting For Fractions  
Padding Numbers Using Custom Formatting  
Aligning Numbers Using Custom Formats  
Customising The Display Of Negative Values

## Conditional Formatting

Understanding Conditional Formatting  
Formatting Cells Containing Values  
Clearing Conditional Formatting  
More Cell Formatting Options  
Top Ten Items  
More Top And Bottom  
Formatting Options  
Working With Data Bars  
Working With Colour Scales  
Working With Icon Sets  
Understanding Sparklines  
Creating Sparklines  
Editing Sparklines

## Goal Seeking

Understanding Goal Seeking  
Using Goal Seek

## The Quick Analysis Tools

Understanding Quick Analysis  
Quick Formatting  
Quick Charting  
Quick Totals  
Quick Sparklines  
Quick Tables

## Worksheet Tables

Understanding Tables  
Creating A Table From Scratch  
Working With Table Styles  
Inserting Table Columns  
Removing Table Columns  
Converting A Table To A Range  
Creating A Table From Data  
Inserting Or Deleting Table Records  
Removing Duplicates

Sorting Tables  
Filtering Tables  
Renaming A Table  
Splitting A Table  
Deleting A Table

## Pivot Tables

Understanding PivotTables  
Recommended Pivot Tables  
Creating Your Own PivotTable  
Defining The PivotTable Structure  
Filtering A PivotTable  
Clearing A Report Filter  
Switching PivotTable Fields  
Formatting A PivotTable  
Understanding Slicers  
Creating Slicers  
Inserting A Timeline Filter

## Chart Elements

Understanding Chart Elements  
Adding A Chart Title  
Adding Axes Titles  
Repositioning The Legend  
Showing Data Labels  
Showing Gridlines  
Formatting The Chart Area  
Adding A Trendline  
Adding Error Bars  
Adding A Data Table

## Chart Object Formatting

Understanding Chart Formatting  
Selecting Chart Objects  
Using Shape Styles  
Changing Column Colour Schemes  
Changing The Colour Of A Series  
Changing Line Chart Colours  
Using Shape Effects  
Colouring The Chart Background  
Understanding The Format Pane  
Using The Format Pane  
Exploding Pie Slices  
Changing Individual Bar Colours  
Formatting Text

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Formatting With WordArt  
Changing WordArt Fill  
Changing WordArt Effects