

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
- Using FV
- Using NPV
- Using PV

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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
Formatting With WordArt
Changing WordArt Fill
Changing WordArt Effects