Excel Intermediate

Who would benefit?

This course is for those with a good working knowledge of Excel who wish to gain more from the facilities available and create more complex spreadsheets.

Objective

To build on the participants' current skills and gain practical use of the more advanced features.

Content

- Discuss individual's needs. Revision
- Customise formatting cell contents
- Create and use styles
- Multiple sheets and linking within a workbook and linking between workbooks
- More advanced functions:
    - Logical functions to test a value (IF, AND, OR)
    - Calculating values based on given criteria (SUMIF, COUNTIF)
    - Lookup and reference functions (VLOOKUP, HLOOKUP)
    - Using IS functions to test value types in cells (ISERROR, ISBLANK)
    - Text functions – merging and extraction portions of text
    - Date and time functions
    - ROUND, ROUNDUP and ROUNDDOWN
- Nesting functions including IF and VLOOKUP
- Performing multiple calculations
- Data Lists
    - Use the data form
    - Find data
    - Set find criteria
    - Sort information
    - Create sub totals to more than one level
- Analyse data in the database
    - Format data as a Table
    - Apply the Auto filter
    - Set custom Auto filter options
    - Use the Subtotal function ·
- Analyse data with Advanced Filter
    - Filter data using the advanced filter
    - Set criteria
    - Extract data to other locations
    - Filter for unique records
- Analyse information using PivotTables
    - Create a PivotTable

- Modify the PivotTable and change data orientation
- Recalculate the PivotTable
- Set PivotTable options
- Customise field names
- Change field formatting
- Work with summary calculations (change, add running totals, differences year on year, % differences, % of row, column, total or other field)
- Add calculated fields and add calculated items
- Work with subtotals
- Use the group facility
- Use multiple consolidation ranges
- Pivot Charts
- Ranges, labels and lists
    - Create named ranges
    - Use range names in formulas
    - Link a name to a validation list
- Summarise data using data consolidation
    - Define ranges
    - Consolidate data
    - Create links in consolidated data
- Create views in large spreadsheets
    - Set up your view
    - Create a view
    - Apply a view
- Creating data validation lists from ranges
    - Set number and date validation
    - Set drop down list validation
    - Set custom validation
- Conditional linking
- Use the outline facility
- Protect worksheets and workbooks
- Advanced graphics
- Customise toolbars

Duration

One day

Pre-requisites

It is assumed anyone attending this course has either attended or has the knowledge provided by Excel Introduction