

Intermediate Microsoft Excel

Duration: 1 Day

Venue: Cardiff

Book Today Start using Excel more Efficiently

Overview

On this course you will be taught some of the more specific functions of MS Excel. This course will equip you with the knowledge you need to create functional spreadsheets such as budgets, customer lists, holiday entitlements or price lists. You will learn how to automate your spreadsheets saving you time as well as how to create charts and link to progress reports.

Who should attend

This course is for those who may be working with Excel but have never had any formal training. Anyone unsure of how to use Excel correctly or is currently using workarounds or asking colleagues for advice would benefit from this course. This course is also valid for those studying the ECDL.

What's Next

Advanced Excel
ECDL Advanced

Book Now

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Content

Viewing Worksheets

- Display and Customise Worksheets & Toolbars
- Freeze Panes
- Hiding Workbooks and Worksheets

Formatting Techniques

- Using Styles
- Conditional Formatting
- Format Painter

Formulas and Functions

- Using the Series Command
- Find, insert and use appropriate Functions: Paste, HLookup, VLookup, If, Choose,
- Data Validation
- Formula Error Checker and Auditing Toolbar

Database & List Management

- Sorting a Database
- Creating Subtotals & Data Forms
- Using AutoFilters & Advanced Filters
- Add, edit and navigate between records in a Data Form

Charts

- Create a chart and change: data series, axis, gridlines, legend and chart area
- Formatting Charts

Drawing and Picture Objects

- Drawing Toolbar: Auto-shapes and Text Boxes
- Grouping and ungrouping objects

Linking to other Applications

- Embedding and Linking Objects
- Hyperlinks
- Managing Links