

Microsoft Excel Intermediate

Duration: 1 Day

Course Aims:

This course is for attendees who want to expand their knowledge of Microsoft Excel to work with larger spreadsheets, create formulas across multiple worksheets and workbooks, manage tables of data, and use advanced formatting techniques.

Course Pre-requisites:

Attendees who wish to attend this course must have knowledge of Excel and feel comfortable with creating, formatting, and editing spreadsheets. They should be able to write formulas using multiplication, addition, subtraction, division and use the basic functions, sum, average, max, min and count.

Course Objectives:

On completion of this course, delegates will be able to:

- ✓ Create formulas across multiple worksheets
- ✓ Copy formats and values across multiple worksheets
- ✓ Copy and link information across multiple workbooks
- ✓ Manipulate text and use Text functions
- ✓ Apply, edit, and delete conditional formatting
- ✓ Create and modify data tables
- ✓ Create sub totals and group & ungroup data

Course Content:

Introduction and Objectives

Working with Multiple Worksheets

- Selecting multiple worksheets
- Creating formulas across worksheets
- Using grouped worksheets
- Referencing cells across sheets
- Hyperlinking between sheets

Using Multiple Workbooks (Files)

- Opening, activating & tiling workbooks
- Copying data between workbooks
- Creating formulas across workbooks
- Editing workbook links

Using Paste Special

- Copying values & formulas between worksheets
- Transpose a table

Working with Excel Data Tables

- Converting existing data into a table
- Using the 'Quick Analysis button' to add totals to a table

Working with Outlines

- Applying, expanding & collapsing an outline
- Modifying and clearing outline
- Using Auto Outline

Manipulating Text

- Use Text to columns to split a single column of data into multiple columns.
- Using Text Functions (Upper, Lower, Proper, Trim, Left, Right and Concatenate)

Using Conditional Formatting

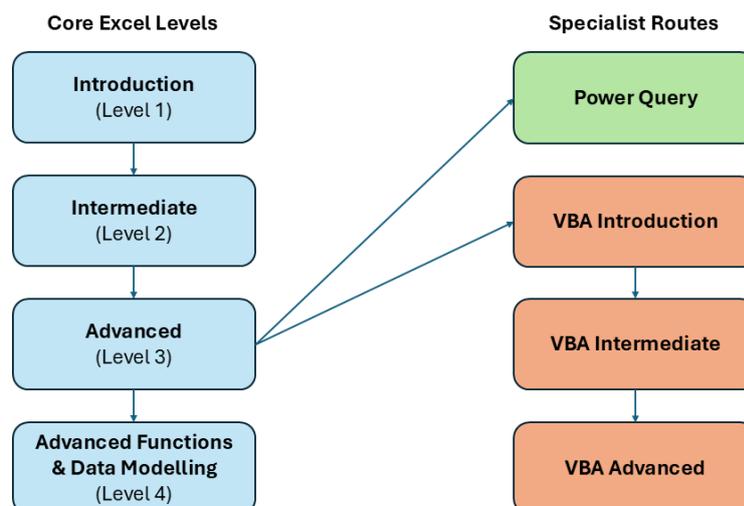
- Applying a comparative conditional formatting rule
- Managing conditional formatting rules (editing, formatting, and deleting)
- Applying built-in data bars and colour scales to numeric data

Creating Subtotals in a List

- Creating subtotals for groups of data
- Creating multiple subtotals
- Copying visible data to a new worksheet
- Removing subtotals

Hints and Tips

Excel Learning Pathway



Start with the Core Excel Levels, then progress to Power Query and / or VBA Introduction once you have completed Advanced (Level 3)

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