

Customised IT and Soft Skills training to suit your needs

Microsoft Excel Intermediate

Course objectives

- Use Logical Functions – IF, AND, OR, Nested IF
- Financial functions - PMT, FV, PV
- Statistical Functions – COUNTIF, COUNTIFS,
- Nest Functions
- Multiple Worksheet Management and Formulae
- Create Charts
- Protect Worksheets & Workbooks

Audience

This course is **designed for users who have basic knowledge of Excel and want to further enhance their skills**. It covers more complex formulae, including 3D formulae, linking data and charting your data and protecting worksheets and workbooks.

Prerequisite

To get the most from this course, you **must be able to perform basic Excel actions and create basic formulae and functions**.

Duration

This is a **one-day MS Excel Intermediate** Course. The course starts at **09:30** and runs until **16:30**.

Alternate timings can be arranged upon request. The course can be held on a **date that suits you**.

Location

Our **Microsoft Excel Intermediate** course can be run at **our training venue near Liverpool Street (London)** or any preferred location in the **UK or Europe**.

MS Excel Intermediate Course Outline

RECAPPING BASICS

Absolute, Relative References

Basic calculations

BODMAS

Inserting and deleting sheets

Changing the default number of worksheets

Tracing Precedence and Dependent

Show Formula

NAMING CELL RANGES

Concept and Purpose

Naming Individual Cells

Naming Range of Cells

Deleting and amending named ranges

Using Name Ranges in Formulae/Functions

Named Ranges for Navigation

LINKING SHEETS AND FILES

Changing the default number of workbook sheets

3D Calculations

Linking sheets in the same file

Linking different Excel files

Using Edit Links

VIEWING OPTIONS

Viewing Different Files on One Screen

Window Split

Freeze Panes

Viewing Different Parts of the Sheet on One Screen

Watch Window

CONDITIONAL AND LOOKUP

FUNCTIONS

Benefits and Purpose

IF Statements

Nested IF's

SUMIF, SUMIFS, AVERAGEIF, AVERAGEIFS, COUNTIF and COUNTIFS

ISERROR and IFERROR

Nesting IF with AND, OR

Basic VLOOKUP

FINANCIAL FUNCTIONS

PMT, FV, PV

CONDITIONAL FORMATTING

Data Bars

Colour Scales

Icon Sets

Top/Bottom

Clearing Conditional formatting

Editing existing Conditional Formatting

SHARE THE WORKBOOK

Share the workbook to enable co-author – multiple people working simultaneously

ESSENTIAL LIST MANAGEMENT

Sorting Data (by Values, by Cell Colour, by Font Colour, by Cell Icons)

Multi Column Sort

Advanced Filter

Adding Subtotals

Freeze Panes

Group and Outline

Data Form

Format as Table Feature

Data Consolidation

FORMULAE AUDITING

Tracing Precedence and Dependants

Using Watch Window

Go To Special...

ADVANCED CHARTS TECHNIQUES

Creating Chart using Shortcut Keys

Saving Custom Chart as Templates

Setting Chart as Default

Formatting and Editing Series, Plot Area,
Data Points Chart Area, legends, etc...

Using Sparklines (Line, Column, Win/Loss



psalltraining.com | info@psalltraining.com | 020 3696 2796