

Intermediate Microsoft Excel



Designed for:

Aimed at participants who wish to advance their knowledge of Excel and delve deeper into the many tools available within the application. This course provides participants with interactive examples of the topics listed in the learning objectives below.

Teaching Approach:

This course gives the participants a direct, interactive demonstration of the intermediate features of Microsoft Excel.

Requirements:

Previous experience of Microsoft Excel is required to a basic level of competency.

Course Material:

Demonstration files and support pdf documentation will be distributed in advance of the course. Files will be compressed in a .zip folder and these will need to be saved locally beforehand.

Duration:

This course can be delivered over 1 day onsite, or 3 x 2 hour sessions online.

Intermediate Microsoft Excel Learning Objectives:

- Flash Fill
- Worksheet Techniques and Options
- Page Layout and Printing Features
- Formatting Cell Borders
- Functions:
 - IF
 - VLOOKUP
 - CHOOSE
 - COUNTA
 - COUNTIF
 - ROUND
 - ROUNDUP
 - ROUNDDOWN
 - MOD
 - TODAY
 - NOW
 - DATE
 - MONTH
 - YEAR
- Nesting Functions Together
- Paste Special Options
- Named Ranges
- Formatting Numbers
- Conditional Formatting
- Quick Analysis Tools
- Format as Table Options
- Charts and Chart Options

