

Microsoft Excel - Intermediate

Course Overview - 1-day course

Are you looking to improve your understanding of Excel?

Learn how to work smarter in Excel, improve your efficiency and impress with your results.

You will learn how to better organise, analyze and present your day-to-day data using Excel spreadsheets. Create complex formulas, use a range of functions and develop dynamic charts and reports.

Detailed Content

Setting Excel Options

- Understanding Excel Options
- Personalising Excel
- Setting the Default Font
- Setting Formula Options
- Understanding Save Options
- Setting Save Options
- Setting the Default File Location
- Setting Advanced Options

Formula Referencing

- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References
- Creating Mixed References

Filling Data

- Understanding Filling
- Extracting With Flash Fill
- More Complex Flash Fill
- Extractions
- Extracting Dates and Numbers

Defined Names

- Understanding Defined Names
- Defining
- Names From Worksheet Labels
- Using Names in Typed Formulas
- Applying Names to Existing Formulas
- Creating Names Using the Name Box
- Using Names to Select Ranges
- Pasting Defined Names Into Formulas
- Defining Names for Constant Values

- Creating Names From a Selection
- Scoping Names to a Worksheet
- Using the Name Manager
- Documenting Defined Names

Essential Functions

- Worksheet Functions
- Using IF With Text
- Using IF With Numbers
- Nesting IF Functions
- The VLOOKUP Function
- Using Counting Functions
- The ROUND Function
- Rounding Up and Rounding Down
- Manipulative Functions
- The MOD Function
- The TODAY Function
- The NOW Function
- The DATE Function
- The PMT Function

Complex Formulas

- Scoping a Formula
- Long-Hand Formulas
- Preparing for Complex Formulas
- Creating the Base Formula
- Adding More Operations
- Editing a Complex Formula
- Adding More Complexity
- Copying Nested Functions
- Switching to Manual Recalculation
- Pasting Values From Formulas
- Documenting Formulas

Number Formatting Techniques

- Applying Alternate Currencies
- Applying Alternate Date Formats

- Formatting Clock Time
- Formatting Calculated Time
- Understanding Number Formatting
- Understanding Format Codes
- Creating Descriptive Custom Formats
- Custom Formatting Large Numbers
- Custom Formatting for Fractions
- Padding Numbers Using Custom Formatting
- Aligning Numbers Using Custom Formats
- Customising the Display of Negative Values

Conditional Formatting

- Understanding Conditional Formatting
- Formatting Cells Containing Values
- Clearing Conditional Formatting
- More Cell Formatting Options
- Top Ten Items
- More Top and Bottom Formatting Options
- Working With Data Bars
- Working With Colour Scales
- Working With Icon Sets
- Understanding Sparklines
- Creating Sparklines
- Editing Sparklines
- Creating Custom Rules
- The Conditional Formatting Rules Manager
- Managing Rules
- Clearing Rules

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Validating Data

- Understanding Data Validation
- Creating a Number Range Validation
- Testing a Validation
- Creating an Input Message
- Creating an Error Message
- Creating a Drop Down List
- Using Formulas as Validation Criteria
- Circling Invalid Data
- Removing Invalid Circles
- Copying Validation Settings

Data Linking

- Understanding Data Linking
- Linking Between Worksheets
- Linking Between Workbooks
- Updating Links Between Workbooks
- Using Names to Link Between Workbooks

Goal Seeking

- Understanding Goal Seeking
- Using Goal Seek

Worksheet Tables

- Understanding Tables
- Creating a Table From Scratch
- Working With Table Styles
- Inserting Table Columns
- Removing Table Columns
- Converting a Table to a Range
- Creating a Table From Data
- Inserting or Deleting Table Records
- Removing Duplicates
- Sorting Tables
- Filtering Tables
- Renaming a Table
- Splitting a Table
- Deleting a Table

PivotTables

- Understanding Pivot Tables
- Recommended Pivot Tables
- Creating Your Own PivotTable
- Defining the PivotTable Structure
- Filtering a PivotTable
- Clearing a Report Filter
- Switching PivotTable Fields
- Formatting a PivotTable
- Understanding Slicers
- Creating Slicers
- Inserting a Timeline Filter

Chart Elements

- Understanding Chart Elements
- Adding a Chart Title
- Adding Axes Titles
- Repositioning the Legend
- Showing Data Labels
- Showing Gridlines
- Formatting the Chart Area
- Adding a Trendline
- Adding Error Bars
- Adding a Data Table

GoTo Special

- Finding Constants
- Finding Formulas
- Finding Blanks

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Supplementary Content

SUMIF Functions

Using SUMIF
Using SUMIFS

Special Pasting

Understanding Pasting Options
Pasting Formulas
Pasting Values
Pasting Without Borders
Pasting as a Link
Pasting as a Picture
The Paste Special Dialog Box
Copying Comments
Copying Validations
Copying Column Widths
Performing Arithmetic With Paste Special
Copying Formats With Paste Special

Finding and Replacing

Understanding Find and Replace Operations
Finding Text
Finding Cell References in Formulas
Replacing Values
Using Replace to Change Formulas
Replacing Within a Range
Finding Formats
Finding Constants Using Go to Special
Finding Formulas Using Go to Special
Finding the Current Region
Finding the Last Cell

Date and Time Functions

Understanding Date and Time Functions
Using NOW
Using HOUR and MINUTE
Using TODAY
Calculating Future Dates
Using DATE
Using Calendar Functions
Using WEEKDAY
Using WEEKNUM
Using WORKDAY
Using EOMONTH

Text Functions

Understanding Text Functions
Using the PROPER Function
Using the UPPER and LOWER Functions
Using the CONCATENATE Function
Using the LEFT and RIGHT Functions
Using the MID Function
Using the LEN Function
Using the SUBSTITUTE Function
Using the T Function
Using the TEXT Function
Using the VALUE Function

Financial Functions

Understanding Financial Functions
Using PMT
Using FV
Using NPV
Using PV
Using RATE
Using EFFECT
Using NOMINAL

Grouping and Outlining

Understanding Grouping and Outlining
Creating an Automatic Outline
Working With an Outline
Creating a Manual Group
Grouping by Columns

Summarising and Subtotalling

Creating Subtotals
Using a Subtotalled Worksheet
Creating Nested Subtotals
Copying Subtotals
Using Subtotals With AutoFilter
Creating Relative Names for Subtotals
Using Relative Names for Subtotals

Chart Object Formatting

Understanding Chart Formatting
Selecting Chart Objects
Using Shape Styles
Changing Column Colour Schemes
Changing the Colour of a Series
Changing Line Chart Colours
Using Shape Effects
Colouring the Chart Background
Understanding the Format Pane
Using the Format Pane
Exploding Pie Slices
Changing Individual Bar Colours
Formatting Text
Formatting With WordArt
Changing WordArt Fill
Changing WordArt Effects