

## Course Outline - Excel Intermediate : a one-day training course

<b>Borders, Shading and Other Formatting</b> <ul style="list-style-type: none"><li>▪ Apply cell borders and shading</li><li>▪ Apply AutoFormat</li><li>▪ Use the Format Painter</li><li>▪ Modify alignment and orientation of cells</li><li>▪ Indent text in a cell</li></ul>	<b>Using More Advanced Formulae</b> <ul style="list-style-type: none"><li>▪ Use financial functions</li><li>▪ Use date and time functions</li><li>▪ Use statistical functions</li><li>▪ Use the ROUND function</li><li>▪ Use text functions</li><li>▪ Use logical functions</li><li>▪ Create a formula using nested functions</li></ul>
<b>Using Styles in a Workbook</b> <ul style="list-style-type: none"><li>▪ Define a style</li><li>▪ Apply a style to worksheet cells</li><li>▪ Remove a style from cells</li><li>▪ Modify an existing style</li><li>▪ Copy styles between workbooks</li></ul>	<b>Excel Productivity Tools</b> <ul style="list-style-type: none"><li>▪ Protect the worksheet or parts of the worksheet</li><li>▪ Hide and unhide rows and columns</li><li>▪ Use AutoCorrect</li><li>▪ Check spelling across the worksheet</li><li>▪ Review a workbook using comments</li></ul>
<b>Navigating Worksheets and Workbooks</b> <ul style="list-style-type: none"><li>▪ Open more than one workbook</li><li>▪ Switch between open workbooks</li><li>▪ Divide a worksheet into panes</li><li>▪ Switch between panes in a worksheet</li><li>▪ Freeze and unfreeze worksheet panes</li><li>▪ Change the zoom setting</li><li>▪ Copy data from one workbook to another</li><li>▪ Link worksheets</li><li>▪ Consolidate data using 3D references</li><li>▪ Use Paste Special</li></ul>	<b>Adding Charts and Pictures to a Workbook</b> <ul style="list-style-type: none"><li>▪ Use the Chart Wizard to create a chart</li><li>▪ Move and size worksheet charts</li><li>▪ Change the chart type</li><li>▪ Format chart elements</li><li>▪ Change the source data for a chart</li><li>▪ Preview and print charts</li><li>▪ Insert, move and delete clip art and picture objects</li><li>▪ Create and modify lines and objects</li></ul>
<b>Sorting and Filtering Data</b> <ul style="list-style-type: none"><li>▪ Create a data list</li><li>▪ Perform single and multi-level sorts</li><li>▪ Apply a filter to a data list</li></ul>	<b>Excel and the Internet</b> <ul style="list-style-type: none"><li>▪ Create hyperlinks</li><li>▪ Save a worksheet/workbook as a web page</li><li>▪ Use Web Page Preview</li><li>▪ Send a workbook via email</li></ul>

# Microsoft Excel Intermediate

## A one-day training course

### Course Aims

This training course will teach students how to create sophisticated worksheets that incorporate advanced formatting options, formulae, charts and graphics. Students will also learn how to speed up workbook creation with the latest productivity and timesaving features of Microsoft Excel. The course also covers the Internet tools that allow publication of a worksheet in HTML.

### Course Objectives

Upon successful completion of this Intermediate course, students will be able to:

- Apply formats to worksheets; apply borders and shading
- Use more advanced formulae; use styles in the worksheet
- Sort and filter data
- Add charts/graphs and pictures to the worksheet
- Use Excel's productivity tools; work with multiple workbooks
- Review and print worksheets; print areas, margins, headers, footers, page-breaks

### Who Should Attend?

Users with a basic understanding of Microsoft Excel who want to consolidate and expand on their knowledge of the basic features in a short space of time.

*Note* : A working knowledge of using PCs in the Microsoft Windows environment is required. Students should also have experience of creating, formatting and printing worksheets with Microsoft Excel, with knowledge of basic functions such as SUM, AVERAGE, MAX and MIN.