

Microsoft Excel - Intermediate

This course is designed to explore the more detailed features of Excel. It advances the user's knowledge of functions, demonstrates how to manage data with Excel and explores how Excel is used to present data using tables and charts.

Working with Functions

- Using the Paste Function tool
- Absolute and relative cell references
- Using range names in functions
- Creating nested functions
- Logical functions (SUMIF, COUNTIF)
- The IF function and nested Ifs using AND and OR conditions
- Using VLOOKUP
- Financial functions (PMT, NPV)

Working with Data

- Using Excel as a database
- Sorting Data
- Custom sorts
- Filtering using AutoFilter
- The Advanced Filter tool
- Database functions
- Using the Data Form to enter data
- Creating subtotals

Working with External Data

- Data consolidation
- Linking to another workbook
- Linking to an external database
- Getting data from the web

Charting with Excel

- Selecting the data to chart
- Creating a chart
- Choosing the right chart for the job
- Moving and re-sizing charts
- Customizing charts
- Saving and copying a chart's design

Tables

- Creating an Excel table
- Table formatting
- Adding rows and columns
- Automatic calculation in tables

Collaboration Tools

- Protecting a workbook
- Protecting worksheets and cells
- Adding comments to cells
- Sharing workbooks
- Tracking changes

Auditing Workbooks

- Viewing formulas
- Tracing precedents and dependents
- Error checking