

EXCEL INTERMEDIATE

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



Working with Multiple Worksheets & Workbooks

- ▶ Moving Between Worksheets
- ▶ Inserting, Deleting & Renaming Worksheets
- ▶ Moving & Copying Worksheets
- ▶ Using Group Editing ★
- ▶ Arranging Multiple Files ★
- ▶ Entering Formulae Across Worksheets & Workbooks

Conditional Formatting

- ▶ Highlighting Cells using Rules & Conditions
- ▶ Identify Trends with Data Visuals & Icon Sets
- ▶ Create New Rules & Manage Existing Rules ★

More Formulas & Functions

- ▶ Creating Statistical Functions
- ▶ Logical 'IF' Functions
- ▶ Calculating Percentages

Manipulating Data Lists

- ▶ Remove Duplicate Values
- ▶ Automatic Subtotals & Grand Totals ★
- ▶ Data Grouping & Outlining Tools
- ▶ Inserting Excel Tables
- ▶ Manipulating Data in an Excel Table

Working with Charts

- ▶ Creating Charts & Graphs
- ▶ Quick Analysis Tools
- ▶ Formatting Charts
- ▶ Modifying Chart Layouts
- ▶ Adding & Removing Chart Elements
- ▶ Filtering Chart Data ★
- ▶ Creating Combination Charts ★
- ▶ Saving Charts as Templates ★
- ▶ Creating Sparklines ★
- ▶ Previewing & Printing Charts ★

Course Duration: 1 Day

Price Per Delegate: £195
(Public Scheduled Course)

Price Per Course: £695
(On-Site at Customer Premises)

Suitable For:

Those who already have some experience of using Excel who need to create spreadsheets which include calculations, multiple sheets and charts.

Learning Outcomes:

By the end of the course delegates will be able to create multiple sheet workbooks, use statistical and logical functions to formulate results and format cells automatically. They will also be able to manipulate data lists for analysis and present data in a graphical format.

Prerequisite Skills:

Delegates attending this course should be able to design and create simple spreadsheets which include basic calculations. They should also be able to use simple formatting tools and use cut, copy and paste effectively.

★ Feature not supported in Excel online