



MICROSOFT EXCEL – INTERMEDIATE

Course Duration: 1 Day

1. Enhanced Worksheet Formatting

- Adding Borders/Shading/Colours
- AutoFormats
- Indented Lists
- Conditional Formatting

2. Working with Range Names

- Defining Range Names
- Applying Range Names
- Deleting Range Names

3. Navigating Worksheets and Workbooks

- Opening a Second Workbook
- Working with Large Sheets
- Using Zoom
- Worksheet Linking

4. Using More Advanced Formulae

- Conditional Formula (IF, AND and OR)
- Function Dialogue Box
- Conditional Statistical Functions
- Manipulating Text with String Functions
- Date and Time Functions

5. Working with Data Lists

- Setting Up Lists
- Sorting Lists
- Filtering Lists
- Creating Subtotals

6. Charts and Pictures

- Creating Charts
- Changing Chart Elements
- Changing Chart Data
- Printing Charts
- Inserting Clip Art and Pictures
- Drawing Objects
- Manipulating Objects

7. Customising Excel

8. Printing Workbooks

- Printing and Print Previewing Multiple Workbooks
- Printing and Print Previewing Multiple Worksheets