

Microsoft Excel for Intermediate Users

Duration – 6 hrs

Cost - \$700.00 ex GST

Max Attendees - 6

Breaks –Morning Tea – 15mins

Lunch – 30mins

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

- use the fill operations available to fill a data series
- move the contents of cells and ranges within and between workbooks
- use a range of formula techniques
- use a range of logical functions
- apply a range of number formatting techniques to data
- apply conditional formatting to ranges in a worksheet
- apply borders to cells and ranges
- work with various elements of a worksheet
- use a range of techniques to work with worksheets
- use a range of find and replace techniques
- apply a variety of page setup techniques
- sort data in a list within a worksheet
- filter data in a table
- use a range of techniques to enhance charts
- apply formatting techniques to text on charts



Course Specifics

Logical Functions

- using IF to display text
- using IF to calculate values
- Nesting IF functions
- using TRUE and FALSE
- using AND
- using OR
- using NOT

Number Formatting Techniques

- using alternate currencies
- formatting dates
- formatting time
- creating custom formats
- 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 a Worksheet

- changing worksheet views
- worksheet zooming
- viewing the formula bar
- viewing the gridlines
- viewing the ruler
- inserting cells
- deleting cells
- inserting columns
- inserting rows
- deleting rows and columns



Working with a Worksheet cont.....

- switching between worksheets
- inserting and deleting worksheets
- copying a worksheet
- renaming a worksheet
- moving a worksheet
- hiding a worksheet
- unhiding a worksheet
- copying a worksheet to another workbook
- moving a worksheet to another workbook
- changing worksheet tab colours
- grouping worksheets
- hiding rows and columns
- unhiding rows and columns
- freezing rows and columns
- splitting windows

Finding and Replacing

- 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
- using built in margins
- setting custom margins
- changing margins by dragging
- centering on a page
- changing orientation
- specifying the paper size
- setting the print area
- clearing the print area
- inserting page breaks



Finding and Replacing cont....

- using page break preview
- removing page breaks
- setting a background
- clearing the background
- setting rows as repeating print titles
- clearing print titles
- printing gridlines
- printing headlines
- scaling to a percentage
- fit to a specific number of pages

Sorting Data

- performing an alphabetical sort
- sorting on more than one column
- sorting by rows
- sorting numbered lists

Filtering Data

- applying and using a filter
- clearing a filter
- creating compound filters
- multiple value filters
- creating custom filters
- using wildcards

Protecting the workbook and sharing

- apply security to the workbook and sheets.
- using user groups to set different permissions
- track sheet changes
- sharing workbook to multiple users

