

## Microsoft Excel Intermediate Course Outline

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<b>Duration:</b>	1 Day
<b>Benefit:</b>	This course is designed for those delegates who wish to build on their basic knowledge of Excel to enhance their calculations and perform data analysis as well as apply enhanced Chart formatting.
<b>Objectives:</b>	On completion of this course, attendees will be able to use logical functions, manage workbooks and use database features.
<b>Pre-requisites:</b>	Attendees should have attended our Excel Foundation course or have equivalent knowledge.
<b>Version:</b>	Training is available on all versions of Excel.

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### Review of Excel Essentials

- Creating a spreadsheet
- Writing formulae
- Using the AutoSum function
- Absolute and relative cell references

### Advanced Formatting/Editing

- Creating custom number and date formats
- Applying conditional formatting

### Naming Cells and Ranges

- Defining named cell ranges
- Editing and deleting named ranges
- Using named ranges in formulae

### Linking and Consolidating

- Linking cells and formulae between sheets and workbooks
- Consolidating multi-worksheet data

### Further Functions

- Using MAX, MIN, AVERAGE COUNT functions
- Using SUMIF and COUNTIF
- Calculating with dates
- Introduction to using the IF function

### Database Features

- Setting out a database list
- Sorting data
- Using AutoFilter
- Using advanced filter
- Adding subtotals
- Using database functions
- Using find and replace

### Charting and Drawing

- Creating Charts using the Chart Wizard
- Editing and formatting Charts
- Adding trend lines
- Inserting error bars