

# Microsoft Excel Intermediate

## One Day Course

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### Course Aims

This one-day training course aims to give basic users of Excel knowledge of commands and functions which will make them more proficient in spreadsheet design and development. How to apply these tools to solving their own business problems and good spreadsheet practice will also be covered.

### Assumed Knowledge

A working knowledge of Excel gained from prior attendance on a Jarrold Training Microsoft Excel Introduction course or from a user environment.

### Course Outline

#### Revision

- New Features and Product overview
- File Formats and Working in Compatibility mode
- Quick Access Toolbar and Excel Options
- Revision Exercise

#### Functions

- Date function
- Time function
- Round function
- IF function
- Integer function

#### Cell Addressing

- Absolute cell addresses
- Relative cell addresses

#### Conditional Formatting

- Applying conditional formats to text
- Applying conditional formats to numerical values
- Clearing rules

#### Database Features

- Using a spreadsheet as a database
- Sorting data
- Basic subtotals
- Filtering data with Filter
- Custom Filter
- Find feature

#### Working with Multiple Sheets

- Selecting sheets
- Inserting & deleting sheets
- Copying sheets
- Copy and paste between sheets
- Naming sheets
- 3D calculations
- Group edit facility
- Using Hyperlinks to link worksheets

#### Working with Multiple Workbooks

- Opening multiple workbooks
- Arranging windows
- Linking workbooks
- Hyperlinks to worksheets and workbooks

#### Additional Features

- Inserting comments

#### Charting

- Revision of basic charts
- Chart types
- Sizing and moving a chart
- Editing a chart
- Changing chart data
- Formatting chart elements
- Drawing features
- Printing a chart

**Follow on courses:** Excel Advanced Level 1; Excel Advanced Level 2 ; Word Intermediate

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