

Spreadsheets (Excel) Intermediate

This 4-hour intermediate course takes a more in-depth look at Spreadsheets using Microsoft Excel. Building on from basic navigation, file creation and saving this course aims to develop users who wish to extend their knowledge and skills beyond building simple workbooks. Emphasis is placed on fill, page setup, borders, complex functions and formulae, advanced formatting, tables and charting. On completion, participants should be able to create intermediate level complexity spreadsheets using advanced techniques to manage manipulate and analyse complex data. It is recommended participants have a good understanding of Windows, File explorer and folder structures and have the skills contained in the Spreadsheet Basics module before undertaking this course.

Filling Data

- Understanding Filling
- Filling a Series/Growth Series
- Creating/modifying/deleting a Custom Fill List
- Extracting with Flash Fill
- Extracting Dates and Numbers

Formula Referencing

- Absolute vs Relative Referencing
- Relative Formulas
- Problems with Relative Formulas
- Creating Absolute References
- Creating Mixed References

Defined Names

- Defined Names explained
- Defining Names from Worksheet Labels
- Applying Names to typed/existing Formulae
- Creating Names Using the Name Box
- Using Names to Select a Range
- Pasting Defined Names into Formulae
- Defining Names for Constant Values
- Creating Names from a Selection
- Scoping Names to a Worksheet
- Using the Name Manager

Common Functions

- Key Worksheet Functions introduced
- Using IF with Text and Numbers
- Nested IF Functions
- CHOOSE
- LOOKUP
- Using Counting Functions
- The ROUND Function and rounding Up/Down
- Manipulative Functions
- MOD
- PMT

Logical Functions

- Logical functions explained
- IFERROR
- TRUE/FALSE
- AND/OR/NOT

Date/Time Functions

- Time and Date functions explained
- NOW, HOUR and MINUTE, TODAY
- Calculating future dates
- DATE
- Calendar functions
- WEEKDAY, WEEKNUM, WORKDAY, EOMONTH

Conditional Formatting

- Conditional formatting explained
- Formatting cells containing values
- Clearing conditional formatting
- Data Bars
- Colour Scales
- Icon Sets
- Sparklines explained
- Creating/Editing Sparklines
- Creating custom rules
- The Conditional Formatting rules manager
- Managing rules

Worksheet Manipulation

- Inserting/Deleting worksheets
- Copying/Moving/Renaming worksheets
- Hiding/Unhiding a worksheet
- Copying a sheet to another workbook
- Changing worksheet Tab Colours
- Grouping worksheets
- Hiding/Unhiding rows and columns
- Freezing rows and columns
- Splitting windows

Find and Replace

- Find and Replace operations explained
- 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 the current region

Importing and Exporting

- Data Importing and exporting explained
- Importing from an earlier version of Excel
- Text file formats
- Importing Tab/Comma/Space delimited Text
- Importing data from Access
- Working with connected data
- Unlinking connections
- Exporting to Microsoft Word
- Exporting data as Text
- Inserting a picture
- Modifying an inserted picture

Sorting

- Understanding lists
- Performing alphabetical/numerical Sorts
- Sorting on multiple columns
- Sorting numbered lists
- Sorting by rows

Filtering

- Filtering explained
- Applying and using a filter
- Clearing a filter
- Creating compound filters
- Multiple value filters
- Custom Filters
- Using Wildcards

Creating Charts

- The Charting Process explained
- Choosing the Right Chart
- Using a Recommended Chart
- Creating a New Chart from Scratch
- Working with an Embedded Chart
- Resizing a Chart
- Repositioning a Chart
- Printing an Embedded Chart
- Creating a Chart Sheet
- Changing the Chart Type/Layout/Style
- Printing a Chart Sheet
- Embedding a Chart into a Worksheet
- Deleting a Chart

Chart Elements

- Chart Elements overview
- Adding Chart and Axes Titles
- Repositioning the Legend
- Showing Data Labels and Gridlines
- Formatting the Chart Area
- Adding a Trend line/error bars/data tables

Chart Object Formatting

- Understanding Chart Formatting
- Selecting Chart Objects
- Using Shape Styles
- Changing Colours - Columns, Series, Lines and Backgrounds
- Using Shape Effects
- Understanding and using the Format Pane
- Exploding Pie (graph) Slices
- Changing Individual Bar Colours
- Formatting Text
- Using WordArt with Charts