

# Microsoft Excel - Intermediate

## Course Overview - 1-day course

### Are you looking to improve your understanding of Excel?

Learn how to work smarter in Excel, improve your efficiency and impress with your results.

You will learn how to better organise, analyze and present your day-to-day data using Excel spreadsheets. Create complex formulas, use a range of functions and develop dynamic charts and reports.

## Detailed Content

### Setting Excel Options

- Understanding Excel Options
- Personalising Excel
- Setting the Default Font
- Setting Formula Options
- Understanding Save Options
- Setting Save Options
- Setting the Default File Location
- Setting Advanced Options

### Formula Referencing

- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References
- Creating Mixed References

### Filling Data

- Understanding Filling
- Extracting With Flash Fill
- More Complex Flash Fill
- Extractions
- Extracting Dates and Numbers

### Defined Names

- Understanding Defined Names
- Defining
- Names From Worksheet Labels
- Using Names in Typed Formulas
- Applying Names to Existing Formulas
- Creating Names Using the Name Box
- Using Names to Select Ranges
- Pasting Defined Names Into Formulas
- Defining Names for Constant Values

- Creating Names From a Selection
- Scoping Names to a Worksheet
- Using the Name Manager
- Documenting Defined Names

### Essential Functions

- Worksheet Functions
- Using IF With Text
- Using IF With Numbers
- Nesting IF Functions
- The VLOOKUP Function
- Using Counting Functions
- The ROUND Function
- Rounding Up and Rounding Down
- Manipulative Functions
- The MOD Function
- The TODAY Function
- The NOW Function
- The DATE Function
- The PMT Function

### Complex Formulas

- Scoping a Formula
- Long-Hand Formulas
- Preparing for Complex Formulas
- Creating the Base Formula
- Adding More Operations
- Editing a Complex Formula
- Adding More Complexity
- Copying Nested Functions
- Switching to Manual Recalculation
- Pasting Values From Formulas
- Documenting Formulas

### Number Formatting Techniques

- Applying Alternate Currencies
- Applying Alternate Date Formats

- Formatting Clock Time
- Formatting Calculated Time
- Understanding Number Formatting
- Understanding Format Codes
- Creating Descriptive Custom Formats
- Custom Formatting Large Numbers
- Custom Formatting for Fractions
- Padding Numbers Using Custom Formatting
- Aligning Numbers Using Custom Formats
- Customising the Display of Negative Values

### Conditional Formatting

- Understanding Conditional Formatting
- 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 Icon Sets
- Understanding Sparklines
- Creating Sparklines
- Editing Sparklines
- Creating Custom Rules
- The Conditional Formatting Rules Manager
- Managing Rules
- Clearing Rules

# Microsoft Excel - Intermediate

## Validating Data

- Understanding Data Validation
- Creating a Number Range Validation
- Testing a Validation
- Creating an Input Message
- Creating an Error Message
- Creating a Drop Down List
- Using Formulas as Validation Criteria
- Circling Invalid Data
- Removing Invalid Circles
- Copying Validation Settings

## Data Linking

- Understanding Data Linking
- Linking Between Worksheets
- Linking Between Workbooks
- Updating Links Between Workbooks
- Using Names to Link Between Workbooks

## Goal Seeking

- Understanding Goal Seeking
- Using Goal Seek

## Worksheet Tables

- Understanding Tables
- Creating a Table From Scratch
- Working With Table Styles
- Inserting Table Columns
- Removing Table Columns
- Converting a Table to a Range
- Creating a Table From Data
- Inserting or Deleting Table Records
- Removing Duplicates
- Sorting Tables
- Filtering Tables
- Renaming a Table
- Splitting a Table
- Deleting a Table

## PivotTables

- Understanding Pivot Tables
- Recommended Pivot Tables
- Creating Your Own PivotTable
- Defining the PivotTable Structure
- Filtering a PivotTable
- Clearing a Report Filter
- Switching PivotTable Fields
- Formatting a PivotTable
- Understanding Slicers
- Creating Slicers
- Inserting a Timeline Filter

## Chart Elements

- Understanding Chart Elements
- Adding a Chart Title
- Adding Axes Titles
- Repositioning the Legend
- Showing Data Labels
- Showing Gridlines
- Formatting the Chart Area
- Adding a Trendline
- Adding Error Bars
- Adding a Data Table

## GoTo Special

- Finding Constants
- Finding Formulas
- Finding Blanks

# Microsoft Excel - Intermediate

## Supplementary Content

### SUMIF Functions

Using SUMIF  
Using SUMIFS

### Special Pasting

Understanding Pasting Options  
Pasting Formulas  
Pasting Values  
Pasting Without Borders  
Pasting as a Link  
Pasting as a Picture  
The Paste Special Dialog Box  
Copying Comments  
Copying Validations  
Copying Column Widths  
Performing  
Arithmetic With Paste Special  
Copying Formats With Paste Special

### Finding and Replacing

Understanding Find and Replace Operations  
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

### Date and Time Functions

Understanding Date and Time Functions  
Using NOW  
Using HOUR and MINUTE  
Using TODAY  
Calculating Future Dates  
Using DATE  
Using Calendar Functions  
Using WEEKDAY  
Using WEEKNUM  
Using WORKDAY  
Using EOMONTH

### Text Functions

Understanding Text Functions  
Using the PROPER Function  
Using the UPPER and LOWER Functions  
Using the CONCATENATE Function  
Using the LEFT and RIGHT Functions  
Using the MID Function  
Using the LEN Function  
Using the SUBSTITUTE Function  
Using the T Function  
Using the TEXT Function  
Using the VALUE Function

### Financial Functions

Understanding Financial Functions  
Using PMT  
Using FV  
Using NPV  
Using PV  
Using RATE  
Using EFFECT  
Using NOMINAL

### Grouping and Outlining

Understanding Grouping and Outlining  
Creating an Automatic Outline  
Working With an Outline  
Creating a Manual Group  
Grouping by Columns

### Summarising and Subtotalling

Creating Subtotals  
Using a Subtotalled Worksheet  
Creating Nested Subtotals  
Copying Subtotals  
Using  
Subtotals With AutoFilter  
Creating Relative Names for Subtotals  
Using Relative Names for Subtotals

### Chart Object Formatting

Understanding Chart Formatting  
Selecting Chart Objects  
Using Shape Styles  
Changing Column Colour Schemes  
Changing the Colour of a Series  
Changing Line Chart Colours  
Using Shape Effects  
Colouring the Chart Background  
Understanding the Format Pane  
Using the Format Pane  
Exploding Pie Slices  
Changing Individual Bar Colours  
Formatting Text  
Formatting With WordArt  
Changing WordArt Fill  
Changing WordArt Effects