

Course Outline

Excel Intermediate -- 1 day

One of the most popular pieces of business software in use today is the spreadsheet. It can produce business information such as sales, targets, cash flow, projected profit/loss accounts etc

Course Description

This course is designed to follow-on from the one-day Introductory Excel course or for those experienced Excel users who want to extend their knowledge and skills.

Course Objectives

By the end of the course delegates will have covered:

- **Summarise Basic Excel**
 - Edit & Display features
 - Creating/Copying Formula
- **Multiple Worksheets**
 - Editing Sheets
 - Viewing more than one sheet at once
 - Printing Options
- **File Management**
 - Working with Templates & Wizards
 - Working with Document Windows
 - Copying & Deleting Files
 - Create Directories
- **Outlining**
 - Creating an Outline
 - Manipulating an Outline
 - Removing an outline
- **Working with Formula & Functions**
 - Common Operators and functions
 - Controlling Calculations
 - Protecting Entries
 - Naming Cells & Ranges
 - Linking Sheets
 - Linking Workbooks
- **Useful Features**
 - Adding Text Box/Graphics/Objects
 - Cell Notes
 - Information Window
- **Consolidation**
 - Adding Ranges from Different Sheets/Files together
- **Problem Solving**
 - Goal Seek
- **Creating Reports**
 - Defining Views
 - Printing Reports
- **Editing Charts**
- **Customise Toolbar**
- **Introduction to Macros**
- **Using Excel as a Database**
 - Custom Filters
 - Advanced Filters
 - Subtotal/Nested
 - Common Operators and Subtotals
 - Using a Data Form
 - Finding Records
 - Editing Records
 - Using Criteria

Train-IT.co.uk can also offer one-day introductory and advanced courses in Excel.

For further details contact our training staff on 0870 345 9551