PFH Technology Group
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Microsoft Excel - Intermediate Training, Stage 1

The intermediate courses can be taken in 1 or 2 parts.

Overview

This course concentrates on developing a wide variety of Excel skills and is just as suitable for budget holders as it is for those who use Excel for analysing data lists or for any general spreadsheet users.

This course is offered for Microsoft Excel 2007, 2010, 2013.

Objectives

Building on existing knowledge this course focuses on formulas, worksheet management, linking data across worksheets and files, and using Excel as a database –useful for those who use imported data.

Some topics are specific to a version therefore will only be included for the relevant version.

Course Content

Review topics.
- Shortcuts and tips for navigating, formatting, etc.
- Absolute, relative references.
- Printing options (headers/footers, fitting to page, setting print areas, print titles)

Grouping sheets.
- Group sheets
- Move and copy sheets
- Move and copy to another file
- Changing the default number of sheets

Linking sheets and files.
- Linking sheets in the same file
- 3D calculations
- Data consolidation
- Linking different Excel files
- Using edit, links
- Viewing different files on one screen
- Saving a workspace
- Window split and freeze panes

Conditional functions.
- SUMIF and SUMIFS
- AVERAGEIF and AVERAGEIFS
- COUNTIF and COUNTIFS

- IF Statements and Nested If

Text functions.
- Upper, lower, proper and concatenate, VALUE and TEXT
- Trim
- Text to columns
- Flash fill

Formulae auditing formula view.
- Tracing precedents/dependents
- Using watch window
- Go to special

Customising conditional formatting.
- Managing conditional formats
- Using formulas in conditional formats
- Using conditional formats to hide errors, identify duplicates

SmartArt.
- Creating flowcharts

Managing Data.
- Sorting data (By values, by cell colour, by font colour, by cell icons)
- Multi column sort
- Filter (By values, by cell colour, by font colour, by cell icons)
- Multi column filter

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Duration: 1 day

Cost: €250

Format: Instructor led

Prerequisites

To get the most from this course, delegates must be able to perform basic Excel actions and create simple formulae. Existing Excel users with no formal training will find this course extremely useful, as it will bridge the gap in knowledge of Excel.

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