



Microsoft Excel - Intermediate Training, Stage 2

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

Naming cell ranges.

- Concept and purpose
- Creating named ranges
- Named ranges as a navigation aid
- Deleting and amending named ranges
- Using name ranges in formulae/ functions
- Naming tables

Customising formats.

- Creating customised number formats
- Using and creating range styles
- Using and creating table styles

Developing formulae functions.

- Left, right, mid, find, len
- Isblank, iserror, iserr, iferror
- Ifna (2013 only)
- Nesting if with and, or
- Vertical lookup (vlookup)
- Horizontal lookup (hlookup)
- Rounding – round, roundup, rounddown, integer
- Fv, pmt

Essential list management.

- Advanced filter
- Adding subtotals
- Group and outline
- Data forms

- Format as table
- Data consolidation
- Data validation
- Developing pivot tables

Charts/graphs advanced techniques.

- Saving custom chart as templates
- Setting chart as default
- Applying trendlines
- Formatting and editing series, plot area, data points chart area, legends, etc.
- Using sparklines (line, column, win/loss)

Templates.

- Viewing sample templates
- Creating custom templates
- Opening and editing templates
- Setting template properties

Sharing files.

- Sharing a file
- Tracking changes
- Accepting or rejecting changes
- Applying data validation rules

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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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