



Microsoft Excel 1 day Intermediate Course

Aim of the course:

To introduce the user to additional Excel topics such as database creation, 3D formulas and working with charts & graphs

Topics Covered

Basic Formula & Functions

Basic Operators
Average, Minimum, Maximum, Count

Working with Names

Creating, modifying and deleting names
Using names within formulas

Using Excel as a database

General rules for creation
Using Sort and AutoFilter
Creating subtotals

Managing sheets

Inserting, Deleting, Moving, Renaming and Copying
Selecting multiple sheets

Creating charts

Using the Chart Wizard
Formatting and Modifying Chart Elements
Pivot tables (time permitting)

Using 3D formula

Formula containing cell references from multiple sheets
Formula containing cell references from multiple workbooks

Keyboard and Windows experience is necessary for students attending this course, plus an understanding of Excel to Introduction Level.