EXCEL INTERMEDIATE

DURATION

1 day

COURSE DESCRIPTION

This course is directed towards current users of Excel. The course covers a more in-depth look at functions which will enable users to assess and link datasets and create links to other spreadsheets. The course also enables users to begin understanding database features.

CANDIDATE LEVEL

Candidates should have had use of Excel equivalent to the Excel Introduction level course which means they can already create, format and structure spreadsheets, and will ideally have experience in creating basic statistical functions.

COURSE CONTENT*

WORKING WITH DATABASES/LISTS
Freezing cells/panes
Hide / Unhide rows and columns
Grouping and ungrouping data
Sorting and Filtering
Using Subtotals
Comments (time permitting)
Find and Replace (time permitting)

LINKING DATA
Copy and move worksheets
Formulas linking worksheets
Managing links to other workbooks

PROTECTING WORKBOOKS
Sheet Protection and locking cells
Workbook protection
Password Access

MORE FORMULAS AND FUNCTIONS
Recap of Absolute Referencing ($)
Naming cells and natural language
Introduction to IF Functions
VLOOKUP
Calculating with Dates

USEFUL FORMATTING TOOLS
Format painter
Conditional formatting

Timings: 9:00-3:00 or 9:30-3:30

* The outline provides guidance on the topics to be covered in the course. Course content may vary according to the requirements and abilities of the members of the group.