



Microsoft Excel Intermediate

It is essential that delegates be proficient PC and Windows 98/NT/ME/XP users.

Pre-requisites

To have a working knowledge of subjects covered in Basic Excel session or to have attended Basic Excel session

Course Objectives

This course is designed to build on subjects learned in Basic course and expand knowledge and use of functions and features of Excel for data analysis. Also to work with data tables and lookups as well as analysing data in the form of graphs

Course Content

0930hrs to 1630hrs

<ul style="list-style-type: none">• Use absolute, relative and mixed references• Creating and working with named ranges• Create and modify print charts• Multi-level sorting of data• Auto-filters• Freezing column and row headings• Printing row and column headings• Printing ranges• Copying and moving ranges• Paste special• Installing add-ins• Auto-format• Conditional format	<ul style="list-style-type: none">• Worksheet functions<ul style="list-style-type: none">○ SumIf○ CountIf○ If○ Nesting If○ Boolean Formula○ Working with Dates & Time○ Joining cell content○ Splitting cell content○ Rounding○ Lookups○ Nesting functions○ Text Formula• Cell protection• Outlines
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