

## Microsoft Excel Intermediate – 1 Day Course

### Course Overview

Microsoft Excel is used to create and format spreadsheets, to analyse data and share information.

### Who Should Attend

This course is designed for delegates with a working knowledge of Microsoft Excel to a level equivalent to having completed the Microsoft Excel Introduction course and who wish to gain further knowledge of the more advanced features, such as data handling tools, charting options and how to use some of the more in-depth functions of Microsoft Excel.

### Course Objectives

By the end of this course delegates will have gained skills in how to work with ranges, working with large spreadsheets, entering formulas, working with databases and lists, advanced charting and setting up spreadsheets.

### Course Content

#### Working with Ranges

- Named ranges
- Hide/Unhide columns and rows
- Conditional formatting
- Format painter
- Hyperlinks

#### Large Spreadsheets

- Creating and working with outlines
- Working with comments
- Freezing and splitting panes

#### Formulae

- IF's and look up tables
- Calculating with dates
- Linking worksheets
- Linking workbooks

#### Databases and Lists

- Setting up lists
- Sorting and auto filtering
- Creating subtotals
- Forms

#### Advanced Charting

- Creating a secondary axis
- Combined chart types
- Custom format charts
- Trend lines

#### Setting up Spreadsheets

- Passwords to open and modify
- Protect sheets and cells
- Changing default options
- Using auto correct

### Additional Information

- CD Manuals, Fast Guides and Certificates provided
- Course timings – 9.30 am- 4.30 pm
- Buffet lunch included and free parking available on site
- Joining Instructions will be sent prior to attending the course
- Next course available is Excel Advanced (one day) MCAS Excel (two days) (please ask for details)

### Course Costs

To book this course or for further information please contact the training team on Tel - 01604 655 900 or email – [training@paradisecomputing.co.uk](mailto:training@paradisecomputing.co.uk)

