



Microsoft Excel Intermediate

McGovernConsultancy.com
Duration 1 Day
Format Instructor Led

Overview

Microsoft Excel is an essential tool in today's business environment. Just about every business large or small makes use of this market leading spreadsheet package which can generate spreadsheets from any number of data sources.

Using calculations and formulas, formatting and built in presentation tools users can manage data easily. On the intermediate course delegates gain a deeper understanding of formulas and functions - coupled with the unique presentation features available in more recent versions of Excel including 2010 and 2013.

Objectives

The Excel Intermediate course is divided into five main modules. The table object and its advantages is covered in detail. The one day course is a combination of theory and hands on practical experience coupled with learning exercises to test, reinforce and confirm what has just been demonstrated.

Although we have a course outline and core material at McGovernConsulting we are more than happy to cover topics of direct interest to course delegates and we respond quickly and directly to their requests for information and demonstration.

On completion of this course, participants will be able to do the following:

Content

Advanced File Tasks

- Windows Explorer
 - Using Windows Explorer In Excel
 - File-> Open

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- o File -> Save As
- o Save as PDF/XPS
- File -> Info > Protection
 - o Protect Work Book
 - o Encrypt Password
 - o Protect Sheet
 - o Review > Changes
 - o Allow Users To Edit Ranges
 - o Protect Workbook Structure
- File -> Info
 - o Final/Encrypt
 - o Digital
 - o File Properties
 - o Managing Versions
 - o File Management Tools
 - o Document
 - o Accessibility
 - o Compatibility
- Linking Worksheets & Workbooks
 - o Multiple Workbooks
 - o Inserting & Deleting Worksheets
 - o Copying & Moving Data between Worksheets & Workbooks
 - o See Practise Files

Functions & Formulas

- Relative/Absolute
 - o Practise
 - o Operators
 - o Multiple Cell Refs
 - o Practice
- Formula Toolbar - Auditing
- File -> Options -> Formulas
 - o Calculation Options - Auto/Manual
 - o Error Checking

- Formula Toolbar
- Watch Window
- File ->Formulas
- If Statement
 - Logical Test/Value if true/Value if False
 - Practise - IF Fns Test Results
 - Nested If
 - Time Sheet Multiple Ifs
- Formulas - Define Name
 - Use In
 - Create from
 - Name Manager
 - Status Bar
 - Lesson 2.5
- Arrays
 - Sum array fn
 - Lesson
- Sum If
 - Practice - SumIfs

Managing Tables

- Insert Ribbon
 - Click Table
 - Design Context Ribbon
 - Right click on the Mouse
 - Insert/Delete
 - Describe Records & Fields
 - Lesson 3.2
 - Adding/Deleting
 - Quickly Adding
- Clean Up Dupes
- Tables/Filters
 - Tasks
 - Sorting

- Sort By Color
- Custom Sort
- Auto Filter
- Text/Numbers
- Custom Filter
- Advanced Filter
- Lesson 3.2
- Filtering Wild Cards
- Data
 - Validation Range
 - Validation List
 - Database Fns

Finishing Touches

- Review Ribbon
 - Tools
 - Proofing
 - Spelling
 - Research
 - Thesaurus
 - Translator
- Themes
 - Page layout ribbon
 - Themes
 - Lesson
- Insert Ribbon
 - Text Box
 - Word Art
 - Insert a picture
 - Inserting/Formatting
 - Lesson 4.4
 - Insert Clip art
- Pictures Format
 - Pictures Mini toolbar

- o Editing Pictures
- o Click on Picture
- o Picture Tools Format
- o Crop/Rotate
- o Format Pic Dialog

Showing Data As a Graphic

- Insert Ribbon
 - o Click on Smart Art
 - o Design
 - o Format
- Insert Ribbon
 - o Symbol
 - o Equation
- Contextual
- Insert Ribbon
 - o Shapes
- Sparklines
 - o Insert Ribbon
 - o Click on Sparkline
 - o Design for Contextual Ribbon
 - o Exercise

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