

Excel Intermediate (full day)

Level 2.0

Course outline

Excel Intermediate (full day) is an ideal course for people who currently use Excel and wish to increase their skills to beyond that of most corporate workers. The subjects covered in this course are ideal for standing out amongst your colleagues as a talented Excel user without entering the advanced skills of Excel Advanced.

Course duration

Full day (9am to 4pm)

Covered in this course

Subjects covered in this course include:

- Working with VLOOKUP
- Templates
- Drop-down menus in cells
- Sorting in depth
- Naming cells
- Absolute referencing
- Protecting worksheets
- Conditional formatting
- Linking cells between Excel tabs
- PivotTable and PivotChart basics
- Working with SUMIF and COUNTIF
- Filtering in depth
- Calculating with dates
- Working with SUBTOTAL
- Logic tests (eg: IF, AND, OR)
- Print area, page breaks and page scaling

and much more including our T7 Tips and Tricks section.

Is this course for me?

Before enrolling into this course, you must be comfortable and familiar with the skills covered in *Excel Basics* such as SUM and AVERAGE formulas, correct data structure, sorting data, creating charts and filtering data. If you are not familiar with these skills, you will need to attend and complete *Excel Basics* prior to attending *Excel Intermediate*. This course is ideal for analysing large blocks of data.

Session dates

Course dates, times and booking instructions are located at: www.T7.net.au/Excel

Further study

Excel Advanced (Best of Features and Formulas) covers advanced features and usage of Excel.

T7 Training Systems

For bookings or enquiries, visit:

www.OnsiteTrainingCourses.com.au

or visit www.T7.net.au



A brief revision of cells and formulas from level 1 Excel Basics

Correct data layout

- Keep your data in one solid block
- Headings directly above (and to the left) of your data block
- Leave room at the top of your data block
- Don't divide your data into multiple tabs
- Do divide up your data cells
- Type dates in their correct Excel format
- Don't format numbers as text

SUM function

- Entering SUM functions manually with the mouse
- Entering SUM functions automatically with the mouse
- Adding non-consecutive ranges with SUM

Autofill

- Continuing a numerical sequence
- Continuing month name sequences
- Continuing day name sequences
- Continuing date sequences
- Custom autofill lists

Calculating proportions

- How to calculate a proportion

Setting relative/absolute referencing

Finding averages using AVERAGE

Counting cells with COUNT

Finding highest value with MAX

Finding lowest value with MIN

Auto-filtering lists

- Sort A to Z and variants
- Sort by colour
- Tick box area
- Clearing a filter
- Filter by colour
- Text / number / date filters
- Above / below average*
- Top 10*
- Turning off filtering
- Copying a filtered list
- Highlighting only visible cells

SUBTOTAL function

SUMIF function

COUNTIF function

AVERAGEIF function

CONCATENATE function

Data validation (drop-down menus)

- Creating source data for the drop-down menu
- Creating the drop-down menu

VLOOKUP function

Naming cells

- Redefining cell references in the Name manager

TODAY function

Calculating with dates

Conditional formatting

- Applying conditional formatting to cells
- Highlight cell rules
- Using cell references in conditional formatting
- Top/bottom rules
- Data bars
- Controlling data bar start/finish measurement values*
- Colour scales
- Controlling colour scale minimum/maximum measurement values*
- Icon sets
- Controlling icon changeover measurement values*
- Deleting conditional formatting
- Conditional formatting rules manager
- Editing rules with the conditional formatting rules manager*

IF function

AND function

Protecting worksheets

Print area

- Setting the print area
- Clearing the print area
- Ignoring the print area

Scale to fit

- Scale
- Width and height control

Headers and footers

PivotTable basics

- Creating a PivotTable
- Populating a PivotTable
- Removing and replacing PivotTable labels
- Changing the PivotTable calculation
- Filtering PivotTable data
- Multiple labels
- Drilling down into data

PivotChart basics

Removing duplicates

Adding buttons to the Quick Access Toolbar

Cell Styles (automatic cell formatting)

- Creating your own cell style

Order of calculations

Templates

- Modifying a template

Linking cells between worksheets

SUBTOTAL function (automatic)

T7 Training Systems tips and tricks for Excel Intermediate

- Clarifying American/Australian date formats
- Working with large quantities of worksheet tabs
- Techniques for inserting ticks
- Moving around your spreadsheet efficiently
- Transposing a table (swapping x and y headings in a table)