



Intermediate Microsoft Excel

(Free manual provided in Adobe PDF format)

Course Objectives

At the end of the course participants will be able to:

- Use edit shortcuts to assist with inserting rows and columns
- Use AutoFill to create lists such as days of week, months, fortnightly pay periods, roster groups
- Work with formulas and functions to perform more accurate calculations within cells to produce totals, subtotals or averages
- Build formulas between worksheets to allow easier data management such as inclusion of summary pages
- Add formatting to cells, rows and columns such as currency, percentage, date, time
- Print whole worksheets or selected data and solve printing problems
- Create and modify a chart by using various charting techniques

Course Outline

More on Formulas

- What is a Formula
- BODMAS Theory
- Creating a Formula
- AutoSum Function
- Copying Formulas
- Absolute Formulas

Editing Worksheets

- Naming a Worksheet
- Copying a Worksheet
- Grouping Worksheets

- Inserting and Deleting Worksheets
- Freezing Rows or Columns

Creating Functions

- What is a Function
- Using Paste Function
- Other Types of Functions

Using Charts

- Chart Components
- Chart Types
- Creating a Chart
- Formatting a Chart

Linking Between Worksheets

- Advantages of Linking
- Creating a Link

Pre-requisites

Introduction to Microsoft Excel or have a good understanding of the basic features of Microsoft Excel.