

Intermediate Microsoft Excel

The demands of modern business require fast and accurate results from all aspects of operation, none more so than how performance is measured and assessed. Competent use of spreadsheets will allow any amount of raw data to be manipulated and quickly presented to precise management reporting standards.

This course is designed for:

Existing users who want to improve their efficiency and use some of the inbuilt power of Excel to achieve fast professional results. Perhaps you are self taught or rusty following a career break or want to move up from introductory level. You will need a good working knowledge of subjects covered in, or have completed the introductory course prior to attending.

Training Objectives

How you and your organisation will benefit

Upon completion of this course you will be able to:

- ❖ Become competent using spreadsheets
- ❖ Manage large spreadsheets
- ❖ Organise and analyse information
- ❖ Automate calculations and control appearance
- ❖ Present results in graphical form
- ❖ Incorporate data into documents for management reporting

Course Outline

Dealing with Worksheets

- ❖ Multiple Sheets
- ❖ Handling Large Worksheets
- ❖ Creating a Summary Sheet

Automating Tasks

- ❖ Conditional Formatting
- ❖ Custom Lists
- ❖ Basic Functions
- ❖ Logical Functions (IF Statements)

Organising Data and Calculation

- ❖ Sorting Information
- ❖ Filtering Data
- ❖ Naming Cells
- ❖ Absolute References
- ❖ Percentages

Graphical Output

- ❖ Charts and Graphs
- ❖ Exporting into Word
- ❖ Dynamic Links