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This course is designed for Intermediate users of Microsoft Excel who would like to hold a recognised qualification to reflect their expertise. You should have attended training at an Introductory level and be using Excel on a regular basis prior to attending this training programme.

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#### **Creating Data and Content**

- / Run through of Speed Keys / Shortcuts – Everyday time saving tips
- / Enter and edit cell content
- / Navigate to specific cell content
- / Locate, select and insert supporting information
- / Inserting / Removing / Resizing Rows and Columns
- / Change Page Settings / Preview and Printing options
- / Using Find and Replace
- / Moving and Copying
  - / Cut and Paste (including Clipboard Task Pane)
  - / Drag and Drop
  - / Using the Fill Handle

#### **Formulae and Functions**

- / Write and edit basic Formulae
- / Copy Formulae – Relative v's Absolute cell addressing
- / Use statistical Functions  
Sum / Average / Min / Max / Count / Counta
- / PMT / CUMIPMT / FV Functions
- / IF Function
- / Date and Time

#### **Formatting Data and Content**

- / Apply and modify cell formats
- / Save time using the Format Painter
- / Using AutoFormat
- / Apply and modify cell styles
- / Modify row and column formats
- / Format worksheets

#### **Multiple Worksheets**

- / Inserting / Deleting Worksheets
- / Rename worksheets
- / Navigate between sheets
- / Linking sheets using Formulae (3-D Formulae)

#### **Collaborating**

- / Insert, view and edit comments

#### **Working with lists**

- / Sort lists
- / Filter lists using AutoFilter

#### **Managing Workbooks**

- / Create new workbooks from templates
- / Insert, delete and move cells
- / Create and modify hyperlinks
- / Organise worksheets
- / Preview data in other views
- / Customise Window layout
- / Setup pages for printing
- / Print data
- / Organise workbooks using file folders
- / Save data in appropriate formats for different uses

#### **Graphics & Other Options**

- / Insert, position, and size graphics
- / Creating Charts
- / Modifying Charts – Chart Types / Data Labels etc.
- / Freezing Rows and Columns on screen
- / Repeating Rows and Columns when printing