

MSC Computer Training

Training Course Specification

Course: Excel Intermediate (Versions 1997 to 2013)

Duration: 5 hours

Aims and Objectives of the workshop

To develop the use of excel using formulae and build upon basic knowledge of a spreadsheet application or the fundamentals and move on to more complex formulae and other more advanced Excel features

At the end of the workshop delegates will feel confident about using complex formulae in excel spreadsheets

WHO SHOULD ATTEND:

People who are fully conversant with using formulae in an excel

EXPERIENCE NEEDED:

Delegates should be familiar with creating and working on Excel spreadsheet files.

Course Content¹

Using Relative and Absolute references in formulae

If statements are used to test the contents of cells in order to automatically insert data or calculations into other cells

- Using If statements
- Using Nested If statements
- Using And/Or references in If statements

Working With Multiple Sheets

- Renaming Sheets
- Group Formatting
- Copying Formats To 'Selected' Sheets
- Linking Formula Between Sheets
- 3-D Formulas

Advanced Autofilter

Exploring the Conditional Formatting tool

Extracting sub totals

Protecting Formulae and/or worksheets

Creating and manipulating Graphs

Related courses: Excel Introduction, Excel Advanced

¹ You can choose from the list to create your own course