

# *Microsoft Excel* Intermediate

6 hours

## Summary

Harness the amazing magic of *Microsoft Excel*. Master simple tricks for creating and manipulating tables. With a little “know how”, Excel’s user-friendly tools can transform your data into comprehensive information organized in sophisticated looking tables, charts and graphs. Jumpstart your professionalism with powerful automated functions that make your data come to life!

## Previous experience

MS Excel Foundation

## Outline

### Worksheet, Further Look

- Renaming worksheets
- Deleting and inserting worksheets

### Finding Files

- Finding files using wild card
- Finding files containing particular text
- Searching sub-folders

### Toolbars

- Displaying toolbars
- Customizing toolbars
- Freeze panes

### Grouping Worksheets

### The Series Command

### Further Formatting Techniques

- Conditional formatting
- Creating new styles based on existing cell formatting
- Using colours
- Using colours based on values
- Gridlines
- Hiding data and re-displaying data

### Functions

- What are functions?
- Using Paste function
- The IF( ) function
- The validation functions
- The HLOOKUP / VLOOKUP function
- The CHOOSE function
- The DATE and TIME functions
- Text manipulation

### Database and List Management

- What is a database?
- Database terminology

- Creating, editing and navigating database
- Sorting an internal Excel database
- What is AutoFilter?
- Filtering data
- Totaling and manipulating filtered data
- Creating Subtotals
- Using data forms

### Customizing Charts Using Wizard

- Chart type
- Data source
- Chart options
- Chart location
- Adding And Removing Data
- Changing Data By Dragging and Dropping Columns
- Chart Formatting
- Legends
- Axis
- Plot area
- Gridlines
- The data series

### Drawings and Pictures

- Drawing lines, boxes, ovals and arcs
- Using AutoShapes
- Creating text boxes
- Pictures
- Bring to front/Send to back

### Excel and Other Applications

- Using the conversion feature
- Using Clipboard
- Using Paste Special
- OLE – embedding vs. linking
- Linking data from other worksheets
- Linking data from Word
- Linking data to Word