# MICROSOFT EXCEL
## Level Two - Intermediate
## 1-Day Programme

Our Excel Intermediate level course covers a wide range of Excel functionality. This course is suitable for those who are currently using MS Excel on a regular basis but may not have attended a training course recently or may never have attended formal training previously. A basic working knowledge of Excel is required in order to attend this training.

## REVIEW OF ESSENTIAL SKILLS

A 1-hour review of essential topics and timesaving tips, including:

→ Customising the 'Quick Access Toolbar'
→ Using Shortcut Keys
→ Drag and Drop / The Clipboard Task Pane
→ Fill Handle tips
→ Formatting tips
→ Page Setup & Print Options
→ Conditional Formatting

## WORKING WITH FORMULAS AND FUNCTIONS

→ Writing and understanding basic formulas
→ Writing and understanding basic functions
  SUM / MIN / MAX / AVERAGE / COUNT / COUNTA / COUNTBLANK
→ Copying Formulas - Relative vs. Absolute cell addressing
→ Conditional formatting revisited (using formulas)

## WORKING WITH LISTS / MANIPULATING TEXT

→ Freezing Panes / Print Titles
→ Sorting and Filtering a list
→ The Filter Function – Excel 2019 / 365 only
→ Creating and Working with Excel Tables
  ▪ Changing Formatting
  ▪ Changing display options – Total row etc.
  ▪ Working with Functions
  ▪ Using Slicers in Tables
  ▪ Creating calculated fields
→ Manipulating Text
  ▪ Case of text – UPPER / PROPER / LOWER
  ▪ Text to columns
  ▪ Joining Text (Using '&' and TEXTJOIN)
  ▪ Flash Fill
  ▪ Remove Duplicates

## CREATING AND WORKING WITH CHARTS

→ Creating and editing various chart types
  ▪ Column / Bar / Line / Pie
→ Moving / Resizing the chart
→ Adding / Editing chart elements
  ▪ Chart title / Legend / Chart Style / Data Table / Data Labels
  ▪ Switch Row / Column
  ▪ Manually Formatting a chart
  ▪ Change overlap and Gap width
→ Creating a combined chart
→ Displaying data on a secondary axis
→ Adding an additional range to a chart once created
→ Creating and working with Sparklines

## MULTIPLE WORKSHEETS / DATA CONSOLIDATION

→ Inserting new worksheets / Renaming
→ Navigating between sheets – Mouse / Keyboard / Navigation List
→ Moving / Copying sheets
→ Using 'Group Edit'
→ Linking sheets using Formulas
→ Breaking Links
→ Other sheet options – Tab colour / Hiding and Unhiding sheets.
→ Data Consolidation – Position / Category (Label)