**INTERMEDIATE EXCEL 2013 TRAINING**

**AGENDA**

**9.30am Introduction to new 2013 features in Excel**

**9.45am Charts – chart sheets, formatting and protection**

**10.45am Sorting and Custom Lists. Advanced sorting.**

**11.00am Coffee Break**

**11.15am Subtotalling using command button.**

 **Auto, Custom and Advanced Filtering of a list**

**Conditional formatting, remove duplicates**

**12.30pm Lunch Break**

**1.15pm Absolute References in formulas. Named cells and Ranges.**

 **Complex formulae e.g. IF, Problem Solving.**

 **Exercises**

**2.30pm Coffee Break**

**2.45pm Formula auditing**

 **Group sheet selection.**

 **Multi File linking and consolidation**

**Using Mathematical and Statistical Functions**

 **Locking and hiding information**

 **Review Exercises**

**4.00pm Close**