Intermediate Excel

Objective

The objective of this course is to enable the trainee to understand regularly used features in business including the creation of Charts. Data Analysis functions like Sorting, Sub Totalling and Filtering will be covered. Extensive practices will be given in the use of problem techniques like relative and absolute referencing and the IF statement. We will then cover multi sheet and workbook summaries.

Key Content

- Charts – chart sheets, formatting and protection
- Sorting and Custom Lists. Advanced sorting
- Subtotalling using command button
- Auto, Custom and Advanced Filtering of a list
- Miscellaneous features remove duplicates, evaluate formulas
- Absolute References in formulas. Named cells and Ranges
- Complex formulae e.g. IF, Problem Solving
- Formula auditing
- Group sheet selection
- Multi File linking and consolidation
- Using Mathematical and Statistical functions
- Locking Cells and password protection