bestpracticetraining

MS Excel - Intermediate Level

The course gives delegates the knowledge to:

- Use multiple worksheets, workbooks and workspaces
- Work with Financial functions
- Use advanced formatting techniques
- Use the Auditing Tools to track information
- Use charts to display financial data
- Use Macros to automate your work environment
- Use Templates

Course Topics

Review Existing Knowledge

- Explore Users existing knowledge
- Explore users Work requirements

New Features in Excel 2013

- The Office Task Panes
- Smart Tags
- New Worksheet Features
- New Argument and Function Features
- Other New Features and Enhancements in Excel 2013

1: Using Multiple Worksheets and Workbooks

- Using Multiple Worksheets
- Renaming Worksheets
- Deleting Worksheets
- Creating Multiple Views
- Freezing Panes
- Viewing and Arranging Multiple Worksheet Windows
- Managing Multiple Worksheets and Workbooks
- Selecting Multiple Worksheets
- Moving and Copying Data between Worksheets
- Linking Data Between Worksheets
- Creating a 3-D Formula

Audience

Those who require a higher level of knowledge of Excel using financial topics such as financial functions, auditing and Charts

Course duration

One day

Pre-requisites

Delegates should have an understanding of any of Windows XP or above operating systems and also have a good understanding of Microsoft Excel or alternatively should have attended our Introduction course.

Course Topics continued:

2: Charting

- Creating a Chart
- Changing Chart Type, Style and Chart Sub-Type
- Changes to the Chart Source Data
- Add data to an existing chart
- Change the data in an existing chart
- Remove data from a chart
- Managing Chart Objects
- Moving and Resizing Chart Objects
- Deleting Chart Objects
- Formatting Chart Objects
- Printing Charts

3: Advanced Functions

- Creating and Using Functions
- Using Built-in Functions
- Working with Arguments
- Using Dates and Times
- Using Dates in Calculations
- Using Nested Functions
- Auditing Worksheets
- Identifying the Auditing Commands
- The Formula Evaluator
- Tracing and Correcting Worksheet Errors

4: Advanced Formatting

- Using Comments in a Worksheet
- Reviewing, Showing, and Hiding Comments
- Deleting a Comment
- Working with Styles
- Applying a Style
- Modifying Existing Styles
- Using Format Painter
- Creating Custom Number Formats
- Applying an AutoFormat (Table Format)
- Conditional Formats
- Clear conditional formats

Exam details

There is no exam at the end of this course.