

# Excel Intermediate (Day 1)

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**Formulae and Functions | List Management | Linking worksheets | Tables and Intro to Pivot Tables | Working with Charts and Graphs**

## Audience

This **one-day** course is for people who want expand their basic knowledge of Microsoft Excel 2016/O365 to work with larger spreadsheets, create charts, manage tables of data and develop their knowledge of Excel's functions.

## Objectives

At the end of the course delegates will be able to:

- ✓ Develop their skills to create and work with more complex formulae
- ✓ Work with multiple worksheets, copying formats and formulas across worksheets
- ✓ Sort lists and filter information
- ✓ Apply conditional formatting
- ✓ Create Excel Functions; work with the Function Library and Function Wizard, understand Function syntax
- ✓ Represent data graphically using charts
- ✓ Understand the concepts of creating and modifying Data Lists and Tables
- ✓ Introduction to analysing data with simple Pivot Tables

## Course Content

### Overview and Recap of Interface

- Freeze Panes
- Split window
- Page Layout View
- Printing and Print Set up
- Customise Quick Access Toolbar and Ribbon Tabs

### Working with Comments/Notes

- Insert, Edit, Show/hide, Print, Delete Notes
- Insert and reply to comments

### Managing Lists

- Sorting Lists
- Sorting Records By Multiple Fields
- Using Auto-filter
- Understanding filter criteria

### Working with Multiple Worksheets

- Copying Data Between Workbooks
- View multiple sheets
- Linking data between worksheets
- Grouping worksheets
- Hyperlinks to other files and worksheets
- Using Paste Special and Live Preview
- Copying Values & Formulas between Worksheets
- Flash Fill

### More complex formulae

- Calculations using dates; times; percentages; numeric values; currencies
- Review of rules of BODMAS
- Review of relative and absolute cell references

## Functions

- Generate statistics and calculations using SUM, AVERAGE, COUNT, MIN and MAX functions
- Function Syntax, Wizard and Arguments
- COUNTA, COUNTBLANK, COUNTIF and SUMIF
- Linking data with COUNTIF and SUMIF
- Simple IF functions to make decisions

## Conditional Formatting

- Conditional Formatting to highlight critical data
- Applying filters to display cells with conditional formatting

## Charts, Graphs and Sparklines

- Creating, Moving, Resizing, Printing & Deleting Charts
- Formatting Chart Objects & Data Series
- Creating User-Defined Charts

- Changing the Data Source; Editing Text/Axis Titles
- Removing/Adding Axes Labels; Adding Data Labels & Tables
- Creating Combination Charts
- Using a Secondary Axis
- Adding a Trendline
- Sparklines

## Excel Tables

- Converting a range into a Table
- Using Quick Analysis to create Tables
- The Table Design ribbon
- Adding rows to a table
- Using the Total Row with Dynamic SUBTOTAL function
- Analysing data with the Slicer
- Structured References for Table formulas

## Introduction to Pivot Tables

- Understanding Pivot Tables
- Analyse Data with simple Pivot Tables