

Microsoft 365 - Excel Intermediate

1 Day Course

Overview

This course looks at some of the more sophisticated features needed to simplify (and speed up) working with large amounts of data in terms of formatting, formulae and security. We also cover useful analysis tools required when working with lists of data such as sorting, filters and pivot tables.

Audience

Users needing to move to the next stage of Excel mastery to simplify their day to day usage of the product (and to save time) by using more advanced features including 3-d formulae, data handling and working with large sheets.

Course Objectives

At the end of this course, delegates will be able to take advantage of Excel's features to better manage and protect their spreadsheets and to analyse data quickly and efficiently.



Prerequisites

This course assumes attendance of our Excel Introductory course (or equivalent knowledge).

Course Contents (1 day)

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| <ul style="list-style-type: none"> • 3d Worksheets <ul style="list-style-type: none"> ○ Copy, Move, Rename, Hide worksheets ○ Group editing and formatting ○ 3d calculations & 3d Autosum • Linking Workbooks <ul style="list-style-type: none"> ○ View multiple sheets simultaneously ○ Creating & Managing links • Range Names <ul style="list-style-type: none"> ○ Why use them? ○ Assigning names ○ Using names (in formulae and Go To) ○ Named constants • Data Validation <ul style="list-style-type: none"> ○ Controlling data entry ○ Customising messages and Error alerts ○ Creating Drop-down Lists (with range names) • Protection <ul style="list-style-type: none"> ○ Adding passwords to files ○ Protecting cells from being altered ○ Go To function for cell selection | <ul style="list-style-type: none"> • Working with Data <ul style="list-style-type: none"> ○ Highlighting data blocks quickly ○ Sorting – Quick sort, multi field sort, colour sort ○ Autofilter <ul style="list-style-type: none"> ▪ Using logical parameters ○ Subtotals – to summarise data • Pivot Tables / Charts <ul style="list-style-type: none"> ○ Understanding how they work ○ Manual report v Quick report ○ Adding & Moving fields ○ Summary functions inc. % ○ Formatting fields and reports ○ Filtering data ○ Charts ○ Editing and changing data ○ Refreshing data ○ Slicers • Sparklines <p>Optional Topics (time permitting)</p> <ul style="list-style-type: none"> • Tables <ul style="list-style-type: none"> ○ Create, Modify and Format |
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Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.