

## Excel Intermediate

Course duration:	1 day
Course timings:	9:30 - 4:30
Prerequisites:	Delegates should have attended the Introductory course or gained similar knowledge in the workplace.
Training formats:	Scheduled course · private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

### Hints and Tips

techniques for selecting cells • using named ranges of cells • copying & pasting techniques • adding cell comments • exploring the Fill handle • applying conditional formatting

### Multiple Worksheets

moving between worksheets • customising worksheet names • inserting & deleting worksheets • moving & copying worksheets • group mode • linking worksheets • printing multi worksheet workbooks

### Charts

creating a chart • changing the chart type • adding data • improving the appearance of a chart • using AutoFormat • creating custom formats • 3D charts • inserting graphics • saving charts • printing charts

### Working with Lists of Data

creating & editing a database list • using Excel's data form to enter data into a list • searching & finding data using the data form • sorting data in a list • using the AutoFilter to find data in a list

### Automatic Subtotalling

adding subtotals to a list of data • using different subtotal functions • removing subtotals

### Working with Worksheets

freezing areas of the worksheet • splitting the screen • hiding cells and worksheets • protecting worksheets and workbooks • validating entered data • adding a password to a workbook