

# Intermediate Microsoft Excel

## Training course outline

Teaches further features to people who already have a grasp of the basics, and techniques for improving speed and efficiency working with spreadsheets



### Course summary

Explores Intermediate-level features in Excel, including:

- Creating and working with charts
- Managing workbooks
- More functions and formulas
- Working with data ranges
- Working with tables

### Duration

One day.

### Who should attend?

Anybody who needs to use Microsoft Excel in their day-to-day work. Delegates should be familiar with the fundamentals of Excel, i.e. have attended *Introduction to Microsoft Excel* training or have equivalent knowledge.

### In-class or live online

You can attend this course in-person at any of our centres, or participate online from your place of work or home.

To read about our approach to online training, see [armada.co.uk/live-online-training](https://armada.co.uk/live-online-training).

### General information

Courses are hosted by highly experienced trainers who are subject matters experts.

*Intermediate Microsoft Excel* training is arranged on-request, i.e. one-to-one training or a 'closed course' for your group. This means that the training can be:

- Provided when it suits you.
- Adapted to reflect your work.

Whilst attending training at our centres, delegates have the use of a computer running licensed Microsoft software to practice the techniques taught.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations.

If you're self-funding your training, you can pay in staged payments, interest-free, over 12 months.

### Course materials and certificate

Delegates receive:

- Comprehensive training materials.
- An e-certificate confirming successful completion of an Intermediate Microsoft Excel course.

### Method of delivery

Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help delegates to learn the techniques taught.

Delegates have ample opportunity to discuss specific requirements with the trainer.

### After course support

Following *Intermediate Microsoft Excel* training, you're entitled to 30 days' email support from your trainer.

### Further information

For further details, see [armada.co.uk/course/microsoft-excel-training](https://armada.co.uk/course/microsoft-excel-training). For a quote and details of our availability, please contact us.

### Course syllabus

See over.



Excel



# Course syllabus

Session	Topics
<b>Creating and Working with Charts</b>	<ul style="list-style-type: none"><li>Choosing and Selecting the Source Data</li><li>Choosing the Right Chart</li><li>Inserting a Chart</li><li>Editing, Adding, and Removing Chart Data</li><li>Changing Chart Data</li><li>Changing Chart Layout and Style</li><li>Working with Chart Labels</li><li>Changing the Chart Gridlines</li><li>Changing the Scale</li><li>Emphasizing Data</li><li>Using Chart Templates</li><li>Changing Chart Type</li><li>Using Sparklines</li></ul>
<b>Managing Workbooks</b>	<ul style="list-style-type: none"><li>Using Workbook Views</li><li>Selecting and Switching Between Worksheets</li><li>Inserting and Deleting Worksheets</li><li>Renaming, Moving, and Copying Worksheets</li><li>Splitting and Freezing a Window</li><li>Creating Headers and Footers</li><li>Hiding Rows, Columns, Worksheets, and Windows</li><li>Setting the Print Area</li><li>Adjusting Page Margins and Orientation</li><li>Adding Print Titles, Gridlines, and Row and Column Headings</li><li>Adjusting Paper Size and Print Scale</li><li>Printing a Selection, Multiple Worksheets, and Workbooks</li><li>Working with Multiple Workbook Windows</li><li>Creating a Template</li><li>Protecting a Workbook</li><li>Protecting Worksheets and Worksheet Elements</li><li>Sharing a Workbook</li></ul>

Session	Topics
<b>More Functions and Formulas</b>	<ul style="list-style-type: none"><li>Formulas with Multiple Operators</li><li>Inserting and Editing a Function</li><li>AutoCalculate and Manual Calculation</li><li>Defining Names</li><li>Using and Managing Defined Names</li><li>Displaying and Tracing Formulas</li><li>Understanding Formula Errors</li><li>Using Logical Functions (IF)</li><li>Using Financial Functions (PMT)</li><li>Using Database Functions (DSUM)</li><li>Using Lookup Functions (VLOOKUP)</li><li>User Defined and Compatibility Functions</li><li>Financial Functions</li><li>Date &amp; Time Functions</li><li>Math &amp; Trig Functions</li><li>Statistical Functions</li><li>Lookup &amp; Reference Functions</li><li>Database Functions</li><li>Text Functions</li><li>Logical Functions</li><li>Information Functions</li><li>Engineering and Cube Functions</li></ul>
<b>Working with Data Ranges</b>	<ul style="list-style-type: none"><li>Sorting by One Column</li><li>Sorting by Colors or Icons</li><li>Sorting by Multiple Columns</li><li>Sorting by a Custom List</li><li>Filtering Data</li><li>Creating a Custom AutoFilter</li><li>Using an Advanced Filter</li></ul>
<b>Working with Tables</b>	<ul style="list-style-type: none"><li>Creating a Table</li><li>Adding and Removing Data</li><li>Working with the Total Row</li><li>Sorting a Table</li><li>Filtering a Table</li><li>Removing Duplicate Rows of Data</li><li>Formatting the Table</li><li>Using Data Validation</li><li>Summarizing a Table with a PivotTable</li><li>Converting to a Range</li></ul>

