

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 in-person at our centres, or participate live online from your place of work or home.

To read about our approach to online training, see armada.co.uk/liveonline.

General information

Courses are hosted by highly experienced instructors with vast experience of using the application professionally.

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

Refreshments and lunch are provided.

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

Course materials and certificate

You'll receive:

- A comprehensive training guide and practice files.
- An e-certificate (PDF) confirming successful course completion.

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 you learn the techniques taught.

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

After course support

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

Further information

See armada.co.uk/course/excel.

Course syllabus

See over.

Course syllabus

Session	Topics
Creating and Working with Charts	<ul style="list-style-type: none">Choosing and Selecting the Source DataChoosing the Right ChartInserting a ChartEditing, Adding, and Removing Chart DataChanging Chart DataChanging Chart Layout and StyleWorking with Chart LabelsChanging the Chart GridlinesChanging the ScaleEmphasizing DataUsing Chart TemplatesChanging Chart TypeUsing Sparklines
Managing Workbooks	<ul style="list-style-type: none">Using Workbook ViewsSelecting and Switching Between WorksheetsInserting and Deleting WorksheetsRenaming, Moving, and Copying WorksheetsSplitting and Freezing a WindowCreating Headers and FootersHiding Rows, Columns, Worksheets, and WindowsSetting the Print AreaAdjusting Page Margins and OrientationAdding Print Titles, Gridlines, and Row and Column HeadingsAdjusting Paper Size and Print ScalePrinting a Selection, Multiple Worksheets, and WorkbooksWorking with Multiple Workbook WindowsCreating a TemplateProtecting a WorkbookProtecting Worksheets and Worksheet ElementsSharing a Workbook

Session	Topics
More Functions and Formulas	<ul style="list-style-type: none">Formulas with Multiple OperatorsInserting and Editing a FunctionAutoCalculate and Manual CalculationDefining NamesUsing and Managing Defined NamesDisplaying and Tracing FormulasUnderstanding Formula ErrorsUsing Logical Functions (IF)Using Financial Functions (PMT)Using Database Functions (DSUM)Using Lookup Functions (VLOOKUP)User Defined and Compatibility FunctionsFinancial FunctionsDate & Time FunctionsMath & Trig FunctionsStatistical FunctionsLookup & Reference FunctionsDatabase FunctionsText FunctionsLogical FunctionsInformation FunctionsEngineering and Cube Functions
Working with Data Ranges	<ul style="list-style-type: none">Sorting by One ColumnSorting by Colors or IconsSorting by Multiple ColumnsSorting by a Custom ListFiltering DataCreating a Custom AutoFilterUsing an Advanced Filter
Working with Tables	<ul style="list-style-type: none">Creating a TableAdding and Removing DataWorking with the Total RowSorting a TableFiltering a TableRemoving Duplicate Rows of DataFormatting the TableUsing Data ValidationSummarizing a Table with a PivotTableConverting to a Range

