# Microsoft Excel Intermediate Course Outline

**Duration:**         One Day

**Pre-requisites:**   Delegates should have attended or be familiar with our Excel Introduction course.

**Objectives:**       The objectives of this course are to provide delegates with a brief review of Microsoft Excel basics and then introduce the intermediate features of Excel. Delegates will be able to create, modify, enhance and print a wide variety of spreadsheets using their newly acquired skills.

## Advanced Formatting/Editing

- Creating Custom Number and Date Formats
- Applying Conditional Formatting
- Paste Special

## Naming Cells and Ranges

- Defining Named Cell Ranges
- Editing and Deleting Named Ranges
- Using Named Ranges in Formulae

## Working with Worksheets

- Inserting and Deleting Worksheets
- Renaming Worksheets
- Moving and Copying Worksheets
- Using Grouped Worksheets

## Linking and Consolidating

- Linking Cells and Formulae between Sheets and Workbooks
- Consolidating Multi-Worksheet Data

## Formulae and Functions

- Absolute Cell Referencing
- Statistical Functions Max/Min/Average/Count Functions
- Date and Time Functions
- Introduction to Logical (IF) Functions

## Introduction to Database Features

- Setting out a Database List
- Using the Data Form
- Sorting Data
- Filter Data Using AutoFilter
- Using Find and Replace

## Charting and Drawing

- Creating Charts using the Chart Wizard
- Editing and Formatting Charts
- Printing Charts
- Using the Drawing Toolbar