

Excel Intermediate Objectives for a One-day Course (6 hours)

Basic Formulas

- Building a basic formula
- Operator precedence (BODMAS)
- Copying formulas
- Absolute Referencing

Basic Functions

- SUM, AVERAGE, COUNT, MIN, MAX, COUNTA, COUNTBLANK
- AutoSum menu
- Function Tool
- Status Bar display
- Formula AutoComplete
- Formulas tab

The IF Function

Find and Replace Tool

Paste Special

- Paste Options
- Paste Special Tool
- Pasting into other applications (e.g. Word, PowerPoint)

Formatting as a Table

- Creating and Formatting the table
- Adding to the table
- Structured Referencing – and how to turn it off
- Controlling the Total Row
- Converting to a Range

Comments and Notes

- Creating, Editing and Deleting
- Hiding and Showing
- Moving
- Formatting
- Printing

Charts

- Creating (including selecting the correct data range)
- Recommended Charts
- Main Chart types:
 - Column/Bar
 - Funnel (2016 onwards)
 - Line
 - Pie
- Resizing and moving
- Adding and controlling chart elements
- Formatting the chart
- Filtering the chart
- Printing charts

Sparklines

- Creating single sparklines or groups
- Formatting
- Axis Options

Data Validation

- Creating Rules
- Data Validation Styles
- Creating custom messages
- Creating drop-down lists
- Circling Invalid Data

Conditional Formatting

- Data Bars
- Colour Scales
- Icon Sets
- Top & Bottom Rules
- Highlight Cells Rules
- Editing Rules
- Managing Rules

Quick Analysis Tool (2013 onwards)

Remove Duplicates Tool

Worksheet Views

- Alternative views
- Zooming
- Freezing Panes
- Arranging Multiple Windows on-screen

Protecting Data

- Unlocking cells
- Protecting the worksheet
- Hiding rows & columns
- Hiding formulas
- Allowing Users to Edit Ranges
- Protecting the workbook structure
- Encrypting the file
- Passwords to open or modify