

Microsoft Excel XP/2003

- Level 2 - Intermediate -

Course Description.



This course is designed to provide staff with **intermediate** skills in the use of **Microsoft Excel**. You will be shown tools and techniques to create formulae/functions, use multiple worksheets, apply editing techniques, validating data, protect worksheets, use graphs and link data. You will build upon the combination of useful techniques throughout the course as new aspects are introduced in each section.

Objectives.

You will learn many aspects of using Microsoft Excel, including:

- ✓ Creating and editing formulae/functions.
- ✓ Applying range names to formulas.
- ✓ Creating range names from a list of data.
- ✓ Inserting, deleting, moving and copying worksheets.
- ✓ Creating formulas across worksheets.
- ✓ Grouping worksheets together.
- ✓ Creating a formula on grouped sheets.
- ✓ Using AutoFill and customised fill series.
- ✓ Applying and removing AutoFormat.
- ✓ Conditional formatting and worksheet backgrounds.
- ✓ Using comments and applying freeze and unfreeze panes.
- ✓ Hiding rows, columns and worksheets.
- ✓ Validation rules and importing text files.
- ✓ Pasting Excel data to another application.
- ✓ Using subtotalling functions.
- ✓ Protecting a worksheet and worksheet cells.
- ✓ Creating and sorting a database.
- ✓ Using a database form and AutoFilter.
- ✓ Creating custom filters and advanced filters.
- ✓ Creating, formatting and clarifying charts.
- ✓ Linking data using the formula bar and Paste Link tool.
- ✓ Linking data to a MS Word document.

Pre-requisites.



Participants should already have a good understanding of the **basic** elements of Excel as covered on the **level 1 (basic)** course (i.e., creating worksheets, entering data, creating basic formulae/functions, formatting worksheets, importing graphics, creating basic charts etc). This course will cover **intermediate** aspects of using Microsoft Excel.