

# MICROSOFT EXCEL - INTERMEDIATE

*For regular users of MS Excel looking to increase their levels of proficiency.*



**When:** On request throughout 2018

**Where:** Available nationwide, subject to demand

**Aimed at:** Daily users of MS Excel or those who have completed an Introductory course.

**Trainer:** E-Bridge Training Limited.

## Programme Objectives

The aim of the course is to recap on the basic functions of MS Excel and then cover all of the topics listed below. This will ensure that users of MS Excel improve their understanding of its functionality in order to be more efficient and effective in how they use it on a daily basis.

**Users should have a good working knowledge of Excel before attending this course.**

## Programme Content

### Excel Basics (An Overview)

- ✓ Review of Excel Basics concentrating on quick methods of performing commonly used commands / features including an overview of Speed Keys

### Formatting

- ✓ Advanced Formatting Options
- ✓ Using the Format Painter
- ✓ Deleting Formats
- ✓ Using AutoFormat
- ✓ Conditional Formatting

### Viewing and Modifying Worksheets

- ✓ Zoom Setting
- ✓ Splitting a Worksheet
- ✓ Freezing Titles
- ✓ Print Titles
- ✓ Hiding and Un-hiding Columns and Rows

### Formulae and Functions

- ✓ Recap of Basic Formulae
- ✓ Recap of Basic Functions
- ✓ Copying Formulae
- ✓ Relative vs. Absolute cell addressing

### Custom Lists

- ✓ Working with Text Lists in Excel
- ✓ Creating Custom Lists
- ✓ Incrementing Numbers & Dates

### Working with Multiple Worksheets

- ✓ Switching between sheets
- ✓ Inserting a new sheet
- ✓ Deleting sheets
- ✓ Renaming a sheet
- ✓ Moving / Copying sheets
- ✓ Group Edit
- ✓ Linking sheets using Formulae

### Charts and Drawing Tools

- ✓ Creating a chart
- ✓ The Chart Wizard
- ✓ The Charting Toolbar
- ✓ Moving / Resizing the chart
- ✓ Formatting charts
- ✓ Changing the Chart Type
- ✓ Working with Drawing Tools

### Database Features

- ✓ Sorting Records
- ✓ Using AutoFilter

### Working with Dates

- ✓ Formatting Dates
- ✓ Date Calculations
- ✓ The Today Function

**To book your place, or for more information, contact Samantha Owens, FDI Skillnet Project Officer on (01) 6051728 or [Samantha.owens@ibec.ie](mailto:Samantha.owens@ibec.ie)**