



SWANSTON

Microsoft Excel Intermediate Level

Duration: 1 day

What you will cover in this course:

Assuming you have a basic understanding of Windows & Excel, you will learn to take advantage of the features listed below.

Module 11 - Review Exercise

- Basic formulas
- Formatting
- Working on multiple sheets

Module 12 - Editing

- Spreadsheets in grids and lists
- Naming cells and ranges
- Using names in formulas

Revision Exercise 1

Module 13 - Functions

- Date and time
- Finance
- Using the If function
- Using the VLOOKUP function
- Working with Text functions.

Revision Exercise 2

Module 14 - Manipulating Lists

- Sorting
- Autofilter

Module 15 - Creating a Chart

- Using the Chart Wizard
- Editing a chart
- Using different chart styles

Revision Exercise 3

Module 16 - Preparing a spreadsheet for Print.

- Print Preview
- Page set up
- Multiple print areas
- Print a chart

Revision Exercise 4