



Intermediate Excel 2003/2007

Course Outline

Duration: 1 Day

Revision

Using Autofill
Creating a Spreadsheet
Simple Formulas
Working with Multiple Sheets

Creating Custom Lists

From Scratch
Import List from Cells

Comments

Inserting comments
Viewing, editing and printing comments
Deleting comments

Absolute/Relative Cell Referencing

Relative, mixed and absolute cell referencing
Naming Ranges

Functions

Logical functions
Maths and Trig functions
Lookup and Reference functions
Date and Time functions
Text functions

Using Paste Special

Paste Values
Transpose Data

Conditional Formatting

Apply formatting based on a certain condition

Linking

Creating links between sheets
Creating links between workbooks

Working with Lists

Freezing Columns/Rows
Sorting Data
Creating a Custom Sort Order
Using Autofilter
Subtotalling Lists
Using the Outline bar

Charting

Create a column chart
Create a pie chart
Formatting a chart
Creating combination charts

Page Setup and Printing

Using Page Setup to get the best print output
Setting a Print Area
Clearing a Print Area

Text To Columns

Splitting text into different columns

Using Shortcut Keystrokes