

# Intermediate Microsoft Excel

## Course Outline



**Product Versions:** 2003, 2007, 2010

**Course Duration - 1 day**

**Pre Requisite:** A basic understanding of Excel and an ability to create and modify basic spreadsheets

**Objectives:** Upon completion of the course the delegate will be able to work on enhanced spreadsheets using charts and graphics and more advanced formulae.

## COURSE CONTENT

### Using Templates

- Accessing & using Excel's templates
- Creating and deleting a template
- Using and modifying a custom template

### Graphics

- Insert, move & resize graphics
- Inserting clip art & pictures
- Drawing objects

### Calendars & Dates

- Entering date functions
- Date and time formats
- Using dates in formulae
- Use calendar formulae

### Comments & Protection

- Viewing, adding, editing & deleting comments
- Protecting a worksheet
- Restrict data entry into cells
- Protecting cell ranges

### List Management

- Structure of a list
- Simple sorting
- Sorting in multiple columns
- Advanced filtering
- Using custom filter
- Adding subtotals to a list

### Charts

- Creating charts
- Selecting a chart type
- Create bar, pie & line charts
- Format charts
- Titles
- Label the axes
- Printing charts

### Multiple Worksheet Files

- Working with multiple sheets
- Naming individual worksheets
- Navigating between sheets
- Linking worksheets
- Creating 3-D formulae
- Creating a formula to link workbooks
- Using paste link option
- Maintaining links

### Using Advanced Formulae

- Preventing rounding errors
- Conditional formulae (IF, AND & OR)
- Nested IF statements
- Financial functions (PMT, FV, PV)
- Tracing formula errors



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