



# Microsoft Excel Intermediate

*This course outline should be used to determine whether the course is appropriate for the student, based on current skills and training needs.*

Duration: 1 day

Audience: Proficient users of Microsoft Excel

Prerequisites: Previous attendance of Microsoft Excel Foundation or equivalent knowledge

## Course Topics:

- Recap Foundation Course Topics
- Absolute Cell Referencing
- Using Named Ranges
- Group Mode
- Cross Sheet Calculations
- Data Consolidation
- Advanced Charts
- Conditional Formatting
- Custom Formats
- String Functions
- Logical Functions (IF, nested IF, And & Or)
- Conditional Statistical Functions (SumIF & CountIF)
- Lookup Functions
- Protecting Worksheet
- Using Datalists

## At Course Completion delegates will be able to:

- Consolidate data from multiple sheets
- Create & Customise Charts
- Use features to enhance the functionality of spreadsheets
- Work with additional Formula & Functions
- Use Datalist effectively

