MS EXCEL INTERMEDIATE COURSE OUTLINE

This is a one-day course. The Learners work through examples with the Facilitator, the manual contains exercises for practicing after the training course. The course can be a two-day course, exercises will then be completed in the class session.

Introduction
Quick overview of the Excel screen
The file tab
The title bar
The Quick Access Toolbar
Customising the Quick Access Toolbar
The ribbons
Groups
The status bar
Excel views
The name box
The formula bar
Mouse pointers and functions
Selecting in Excel
Navigating in Excel
Keeping columns and rows visible
Freezing rows and columns
The split function
View more than one workbook on the screen at the same time
Turning off the view side by side
Viewing multiple sheets at the same time
Comments
Insert a comment
Showing or hiding the comment
Editing a comment
Moving a comment
Deleting a comment
Printing a comment at the end of a sheet
Printing a comment as displayed on a sheet
Formulas
Writing a formula
Copying a formula
Copying a formula with a relative reference
When to use brackets when writing a formula
Using autosum to add cells
Using Formula Auditing
Trace Precedents
Trace Dependents
Removing Tracer Arrows
Common types of formula errors
Percentages
Working out a percentage
Adding a percentage
Subtracting a percentage
Percentage of sales
Writing a formula with an absolute reference
Using worksheet functions
Using the FX icon on the formula bar
Using the function library
Useful functions
Typing a function manually
Outlining a spreadsheet
Creating an auto outline
Clearing an outline
Working with multiple worksheets

Grouping multiple sheets
Ungrouping sheets
Templates
Opening an installed template in Office
Saving a file as a template
Opening templates you have saved in office
Importing data
Importing a text file
Text to columns
Inserting charts
Creating a chart in office
Moving a chart underneath a spreadsheet
Resizing a chart
Moving a chart onto a new worksheet
The Design Tab
The Layout Tab
The Format Tab
Creating a chart in office
Moving a chart underneath a spreadsheet
Resizing a chart
Moving a chart onto a new worksheet
Changing chart elements
Adding a trendline
Creating a Combination Chart
Sparklines
Formatting the Sparkline
Sorting data
Sorting worksheet data
Sorting data in ascending or descending order
Multi-column sort
Sorting months or weekdays
The Illustrations Group
Inserting pictures in office
Inserting clip art in office
Resizing Clip Art
Adding a boarder to a picture
Inserting shapes
Selecting shapes
Selecting multiple shapes
Formatting shapes
Resizing a shape
Adjusting the shape
Rotating the shape by dragging
Rotating and flipping a shape using the icons
Connecting shapes
Adding effects to your shapes
Typing in a shape
Smartart
Changing the layout
Changing the colour and style
Adding Shapes
Shortcut keys
Quick Special Character