

Microsoft Excel XP Intermediate

Overview

The skills and knowledge acquired in Microsoft Excel XP Intermediate are sufficient to be able to use and operate the software at an efficient level.

Target Audience

Microsoft Excel XP Intermediate is designed for users who are keen to extend their understanding and knowledge of the software.

Pre-requisites

Microsoft Excel XP Intermediate assumes the delegate has completed the Excel XP Fundamentals course or has equivalent knowledge.

Objectives

At the completion of Microsoft Excel XP Intermediate you should be able to:

- understand and use absolute referencing in a workbook
- adjust the sizing of columns and rows in a workbook
- create and work with functions in a workbook
- use the fill technique to enter data into cells
- print data in a workbook
- use the various printing features to produce a variety of reports
- group cells and use outlines to manipulate the worksheet
- use a range of techniques to work with worksheets
- create different views of a worksheet
- use a variety of viewing techniques to view worksheets
- create headers and footers for workbooks
- use linking to create more efficient workbooks
- share workbooks with other users
- combine data in separate worksheets or workbooks using consolidation
- use the various Lookup functions
- nest functions to create complex formulas
- use a range of logical functions
- use the mathematical functions in Excel
- use the date and time functions to perform calculations
- use a range of text functions
- create a variety of charts (graphs) in Excel
- enhance charts that you create in Excel
- use a range of advanced chart formatting techniques
- create and re-use user-defined chart types
- sort data in lists in a workbook
- use autofilter to display data in lists selectively
- work with lists in worksheets
- use templates to create consistency in your workbooks
- apply a range of formatting options to numbers
- format cells and ranges to improve the appearance of worksheet
- use a range of conditional formatting options
- use a variety of data validation techniques
- protect data in worksheets and workbooks
- display and hide inbuilt toolbars
- modify Excel preferences and settings

Course Duration is 2 Days

Course Code: X4M2

learning excellence, positive engagement...

Topics

Absolute Referencing

- Absolute And Relative Referencing
- Problems With Relative Formulas
- Tracing Precedents
- Creating Absolute References
- Creating Mixed References
- Circular References
- Tracing Dependent Cells

Adjusting A Worksheet

- Inserting Cells
- Deleting Cells
- Inserting Columns
- Inserting Rows
- Deleting Rows And Columns
- Resizing Columns
- Resizing Rows
- Hiding Gridlines

Working With Functions

- Functions
- Typing A Sum Function
- Summing Non-Contiguous Ranges
- Calculating An Average
- The Maximum Function
- The Minimum Function

Filling Series

- Filling A Series
- Filling A Growth Series
- Filling A Series Backwards
- Filling Using Options
- Creating A Custom Series
- Modifying And Deleting Custom Series

Printing

- Print Preview
- Simple Printing
- Previewing Large Worksheets
- Page Orientation
- Scaling To Fit
- Printing To Multiple Pages
- Creating Page Headers And Footers
- Formatting Headers And Footers
- Printing Formulas
- Scale To A Specific Number Of Pages
- Specifying Number Of Copies
- Printing An Entire Workbook
- Specifying Paper Size
- Understanding Paper Sizes

Printing Techniques

- Printing A Selection
- Setting The Print Area
- Setting Page Margins By Dragging
- Setting Margins With Page Setup
- Centring Data On The Page
- Printing Gridlines
- Specifying Print Title Rows

- Specifying Print Title Columns
- Printing With Row And Column Headings

Outlining

- Creating An Automatic Outline
- Working With An Outline
- Creating A Manual Outline

Working With Worksheets

- Switching Between Worksheets
- Copying A Worksheet
- Renaming Worksheets
- Moving Worksheets
- Inserting And Deleting Worksheets
- Grouping Worksheets
- Colour Coded Worksheet Tabs
- Inserting A New Worksheet
- Deleting A Worksheet
- Copying A Worksheet To Another Workbook
- Moving A Worksheet To Another Workbook
- Hiding & Unhiding Worksheets

Custom Views

- Adding A Custom View
- Creating A Specialised View
- Using Custom Views
- Modifying Custom Views
- Deleting Custom Views

Viewing Worksheets

- Freezing Columns And Rows
- Splitting Windows
- Using Zoom
- Hiding Rows And Columns

Headers And Footer

- Creating A Simple Header And Footer
- Modifying A Simple Header And Footer
- Information Fields For Headers And Footers
- Inserting Information Fields Into Headers
- Inserting Information Fields Into Footers

Linking Workbooks

- Linking Data In Excel
- Linking Within A Workbook
- Linking Between Workbooks
- Updating Links Between Workbooks

Sharing Workbooks

- Using A Non-Shared Workbook
- Sharing A Workbook
- Working With A Shared Workbook
- Checking And Removing Sharing
- Tracking Changes
- Accepting Or Rejecting Changes
- Turn Off Change Tracking

- Adding Worksheet Comments
- Editing Worksheet Comments
- Deleting Worksheet Comments

Consolidation

- Consolidating Data With Identical Layouts
- Consolidating Data With Different Layouts
- Consolidating Data Using A PivotTable
- Consolidating Data Using 3D SUM Functions

Lookup Functions

- Requirements Of Lookup Functions
- The CHOOSE Function
- The ISERROR Function
- The VLOOKUP Function
- Testing Lookup Functions
- Using VLOOKUP For Exact Matches
- The INDEX Function
- Using The HLOOKUP Function

Nesting Functions Workshop

- Scoping A Formula
- Developing A Nested Function
- Creating A Nested Function
- Editing A Formula With Nested Functions
- Copying A Formula With Nested Functions
- Concatenation

Logical Functions

- Logical Function Concepts
- Displaying Information Using IF
- Displaying Values Using IF
- Nesting An IF Function
- Using The AND Function
- Using The OR Function
- Using The NOT Function

Maths Functions

- Maths & Trig Functions Listing
- Calculating Square Root
- Calculating Absolute Value
- Rounding Values
- Rounding Up Values
- Using The FLOOR Function
- Truncating Values
- Using The SUMIF Function

Date & Time Functions

- Date & Time Functions Listing
- Using The NOW Function
- The HOUR & MINUTE Functions
- Using The TODAY Function
- Calculating A Future Date
- Creating A Four Digit Year Format
- Using The DATE Function
- The Calendaring Functions
- The WEEKDAY Function

Text Functions

Using The PROPER Function
 Using The UPPER Function
 Using The LOWER Function
 Using The CONCATENATE Function

Charting

Using The Chart Wizard
 Choosing The Chart Type
 Changing The Chart Type
 Modifying A Chart
 Printing A Chart
 Creating A Pie Chart
 Creating A Bar Chart
 Moving A Chart
 Deleting A Chart
 Creating A Column Chart
 Creating A Line Chart
 Moving A Chart To Another Workbook
 Copying A Chart Within A Worksheet
 Copying A Chart To Another Workbook
 Resizing A Chart

Charting Techniques

Adding Data Labels
 Changing The Legend
 Changing Chart Titles
 Showing Data Tables
 Changing Fills And Patterns
 Chart Gridlines
 Adding A Title To A Chart
 Adding A Label To A Chart
 Removing A Title From A Chart
 Removing A Label From A Chart
 Changing Background Colour In A Chart
 Changing Line And Column Colours
 Changing Pie Slice Colours
 Changing Bar Colours

Advanced Chart Formatting

Modifying Chart Axes Line Width
 Format Chart Axes
 Repositioning Chart Elements
 Exploding Pie Chart Segments
 Widening The Gap Between Bars & Columns
 Changing The Overlap Between Columns
 Inserting An Image In A Chart
 Using An Image As Fill In A Chart

User-Defined Chart Types

Creating a New Chart
 Enhancing a New Chart
 Naming a User-Defined Chart Type
 Using a User-Defined Chart Type
 Re-Using a User-Defined Chart Type

Sorting

Performing A Simple Sort
 Sorting On More Than One Column
 Sorting Numbers
 Sorting By Rows
 Sorting In Ascending Alphabetic Order
 Sorting In Descending Alphabetic Order
 Sorting In Ascending Numeric Order
 Sorting In Descending Numeric Order
 Creating A Custom Sort List
 Performing A Custom Sort

AutoFilter

Applying & Using AutoFilter
 Creating Compound Filters
 Creating Custom Filters
 Multiple Value Criteria
 Using Wildcards In Custom Criteria

Working With Lists

Creating A List
 The Anatomy Of A List
 Adding Data To A List
 Filtering Data In A List
 Summarizing Data In A List
 Resizing A List
 Printing A List

Templates

Creating A Template
 Using A Template
 Inserting A Worksheet From A Template
 Locating The Excel Templates
 Modifying A Template
 Creating An AutoStart Template

Formatting Numbers

Formatting To A Specific Number Of Decimals
 Indicating Thousands
 Formatting Using Various Date Styles
 Formatting Using Various Currency Symbols
 Formatting Numbers As Percentages

Formatting For Effect

Applying Bolding
 Applying Italics
 Applying Underlining
 Applying Double Underlining
 Changing Cell Contents Colours
 Changing Cell Background Colours
 Copying Formats From One Cell To Another

Copying Formats From One Range To Another
 Aligning Cells And Ranges Left
 Aligning Cells And Ranges Right
 Aligning Cells And Ranges Centre
 Aligning Cells And Ranges Top
 Aligning Cells And Ranges Bottom
 Centring A Title Over A Range
 Changing Cell Content Orientation
 Adding Borders To Cells And Ranges
 Applying Automatic Formatting

Conditional Formatting

Conditional Formatting Options
 Conditional Values & Fonts
 Conditional Ranges & Borders
 Conditional Formulas & Patterns
 Applying Multiple Conditions

Validations

Validation Techniques
 Data Validation By Number Range
 Testing Data Validation
 Input Messages
 Creating Error Alerts
 Creating Drop-Down Lists
 Using Formulas As Validation Criteria
 Creating Custom Validation Criteria
 Number Formats With Built-in Logic
 Conditional Formatting
 Copying Data Validation Settings

Protecting Data

Unlocking Cells
 Protecting A Worksheet
 Working With A Protected Worksheet
 Disabling Worksheet Protection
 Password Protecting A Worksheet
 Password Protecting A Workbook
 Opening A Password Protected Workbook
 Removing A Password From A Workbook

Toolbars

Displaying Inbuilt Toolbars
 Hiding Inbuilt Toolbars

Excel Preferences And Settings

Understanding Excel Preferences
 Changing The User Name
 Changing The Default File Location
 Changing Save Settings