



4D Group

Excel Intermediate

Who would benefit?

This course is for those with a good working knowledge of Excel who wish to gain more from the facilities available and create more complex spreadsheets.

Objective

To build on the participants' current skills and gain practical use of the more advanced features.

Content

Discuss individual's needs.
Revision.
Customise toolbars.
Create custom lists.
Format cell contents and customise number formats, and create styles.
Multiple sheets and links.
More advanced functions including conditional logic.
Lookup facilities.
Customise views and control large tables of data.
Use range names.
Establish and interrogate a database list.
Sort and extract information from data lists.
Use the outline, subtotal and filter facilities.
Pivot tables.
Protection.
Advanced graphics.

Duration

One day

Pre-requisites

It is assumed anyone attending this course has either attended or has the knowledge provided by Excel Introduction