



Course Outline Microsoft Office Excel Intermediate - 1 day

The skills and knowledge acquired in Microsoft Office Excel Intermediate are sufficient to be able to use and operate the software effectively.

At the completion of this course you should be able to:

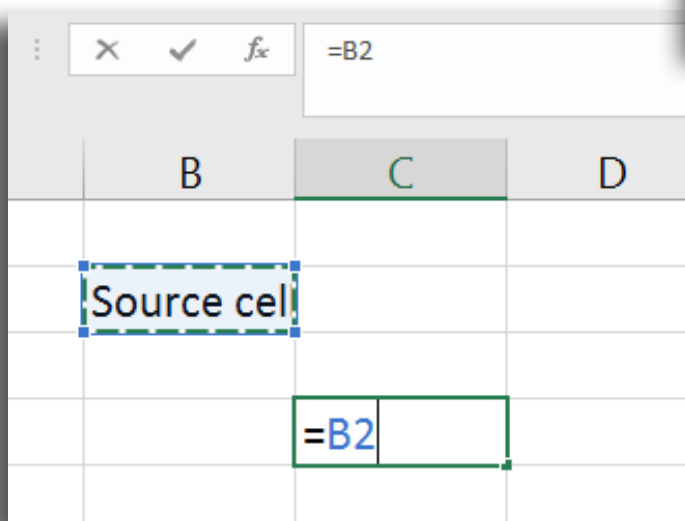
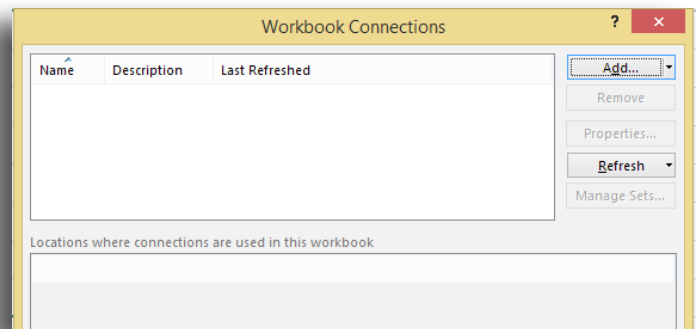
- use data linking to create more efficient workbooks
- use the special pasting options in Excel
- apply conditional formatting to ranges in a worksheet
- apply borders to cells and ranges in a worksheet
- apply a variety of page setup techniques
- work with elements that make up the structure of a worksheet
- use a range of techniques to work with worksheets
- use a range of find and replace techniques
- sort data in a list in a worksheet
- filter data in a table
- create effective charts in Microsoft Excel
- use a range of elements and features to enhance charts
- select and change the format of objects in a chart

The skills and knowledge acquired in Microsoft Excel Intermediate enable users to expand their knowledge and learn how to create more productive workbooks. It covers data linking, advanced formatting (including Conditional Formatting), charting features and data manipulation tools.

Contents

Data Linking

- Understanding Data Linking
- Linking Between Worksheets
- Linking Between Workbooks
- Updating Links Between Workbooks



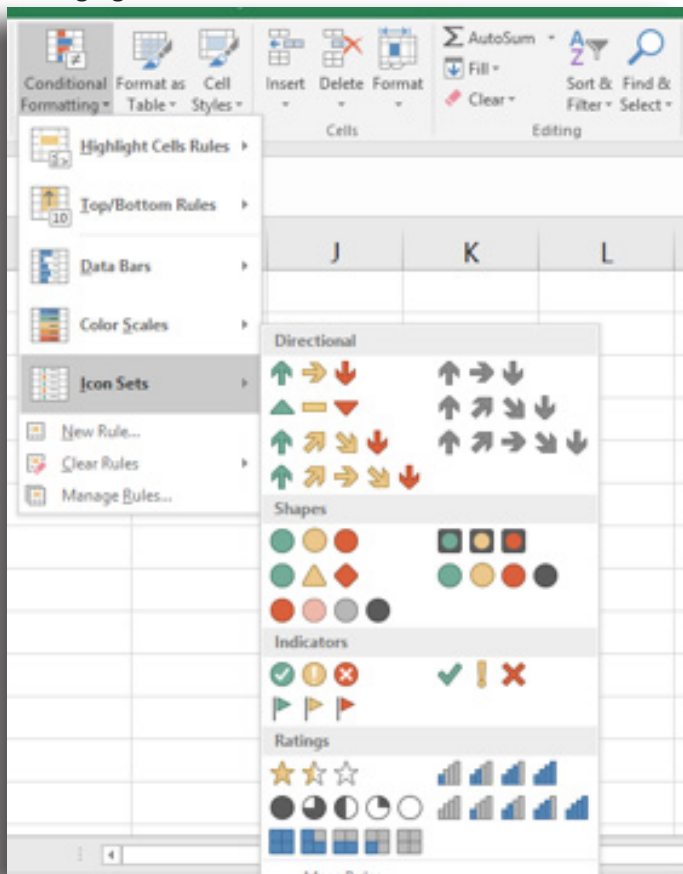
Special Pasting

- Understanding Pasting Options
- Pasting Formulas
- Pasting Values
- Pasting Without Borders
- Pasting as a Link
- Pasting as a Picture
- The Paste Special Dialog Box
- Copying Comments
- Copying Validations
- Copying Column Widths
- Performing Arithmetic With Paste Special
- Copying Formats With Paste Special



Conditional Formatting

- Understanding Conditional Formatting
- Formatting Cells Containing Values
- Clearing Conditional Formatting
- More Cell Formatting Options
- Top Ten Items
- More Top and Bottom Formatting Options
- Working With Data Bars
- Working With Colour Scales
- Working With Icon Sets
- Understanding Sparklines
- Creating Sparklines
- Editing Sparklines
- Creating Custom Rules
- The Conditional Formatting Rules Manager
- Managing Rules



Applying Borders

- Understanding Borders
- Applying a Border to a Cell
- Applying a Border to a Range
- Applying a Bottom Border
- Applying Top and Bottom Borders
- Removing Borders
- The More Borders Command

- Using the More Borders Command
- Drawing Borders
- Drawing a Border Grid
- Erasing Borders
- Formatting the Drawing Pencil

Page Setup

- Strategies for Printing Worksheets
- Understanding Page Layout
- Using Built in Margins
- Setting Custom Margins
- Changing Margins by Dragging
- Centring on a Page
- Changing Orientation
- Specifying the Paper Size
- Setting the Print Area
- Clearing the Print Area
- Inserting Page Breaks
- Using Page Break Preview
- Removing Page Breaks
- Setting a Background
- Clearing the Background
- Settings Rows as Repeating Print Titles
- Clearing Print Titles
- Printing Gridlines
- Printing Headings
- Scaling to a Percentage
- Fit to a Specific Number of Pages

Working With a Worksheet

- Understanding Worksheets
- Changing the Worksheet View
- Worksheet Zooming
- Viewing the Formula Bar
- Viewing Worksheet Gridlines
- Viewing the Ruler
- Inserting Cells Into a Worksheet
- Deleting Cells From a Worksheet
- Inserting Columns Into a Worksheet
- Inserting Rows Into a Worksheet
- Deleting Rows and Columns
- Working With Multiple Worksheets
- Worksheet Wisdom



Worksheet Techniques

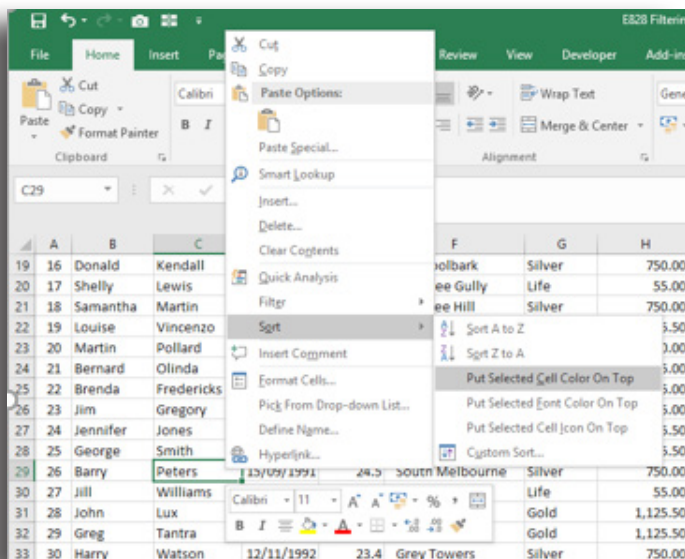
- Inserting and Deleting Worksheets
- Copying a Worksheet
- Renaming a Worksheet
- Moving a Worksheet
- Hiding a Worksheet
- Unhiding a Worksheet
- Copying a Sheet to Another Workbook
- Changing Worksheet Tab Colours
- Grouping Worksheets
- Hiding Rows and Columns
- Unhiding Rows and Columns
- Freezing Rows and Columns
- Splitting Windows

Finding and Replacing

- Understanding Find and Replace Operations
- Finding Text
- Finding Cell References in Formulas
- Replacing Values
- Using Replace to Change Formulas
- Replacing Within a Range
- Finding Formats
- Finding Constants Using Go to Special
- Finding Formulas Using Go to Special
- Finding the Current Region
- Finding the Last Cell

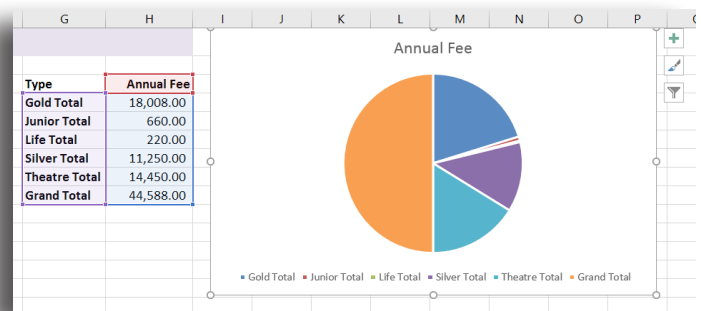
Sorting Data

- Understanding Lists
- Performing an Alphabetical Sort
- Performing a Numerical Sort
- Sorting on More Than One Column
- Sorting Numbered Lists
- Sorting by Rows



Filtering Data

- Understanding Filtering
- Applying and Using a Filter
- Clearing a Filter
- Creating Compound Filters
- Multiple Value Filters
- Creating Custom Filters
- Using Wildcards



Creating Charts

- Understanding the Charting Process
- Choosing the Right Chart
- Using a Recommended Chart
- Creating a New Chart From Scratch
- Working With an Embedded Chart
- Resizing a Chart
- Repositioning a Chart
- Printing an Embedded Chart
- Creating a Chart Sheet
- Changing the Chart Type
- Changing the Chart Layout
- Changing the Chart Style
- Printing a Chart Sheet
- Embedding a Chart Into a Worksheet
- Deleting a Chart



Chart Elements

- Understanding Chart Elements
- Adding a Chart Title
- Adding Axes Titles
- Repositioning the Legend
- Showing Data Labels
- Showing Gridlines
- Formatting the Chart Area
- Adding a Trendline
- Adding Error Bars
- Adding a Data Table

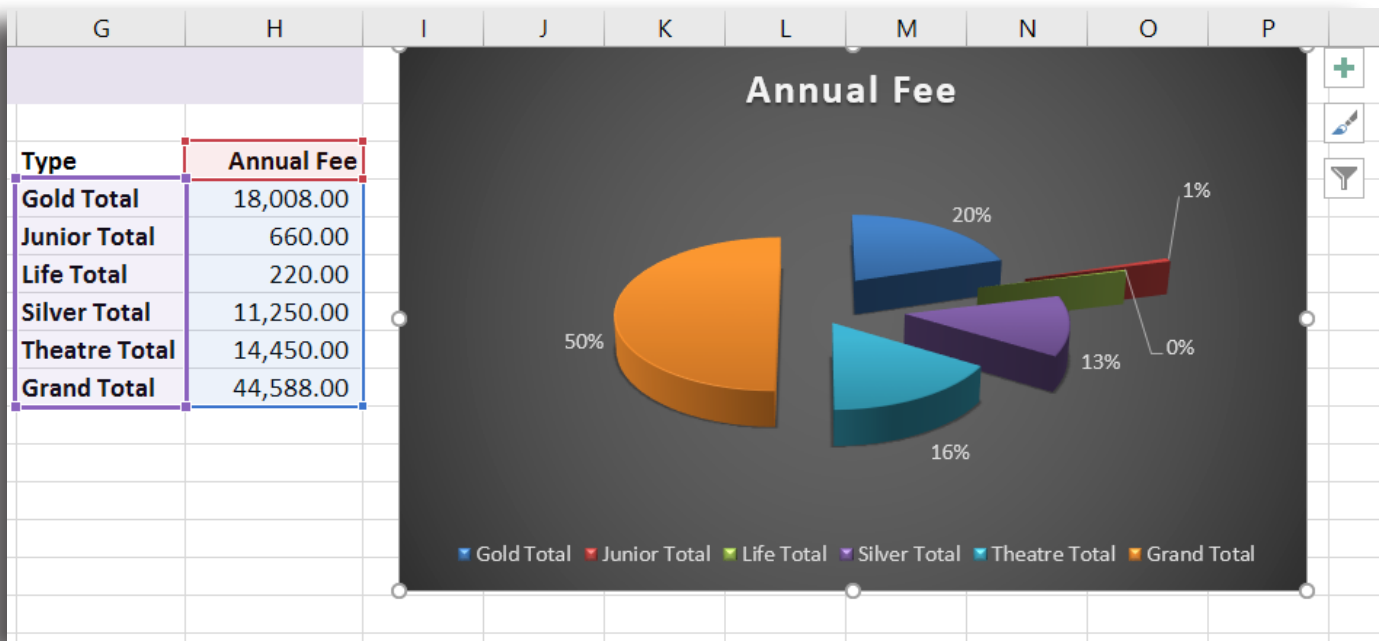


Chart Object Formatting

- Understanding Chart Formatting
- Selecting Chart Objects
- Using Shape Styles
- Changing Column Colour Schemes
- Changing the Colour of a Series
- Changing Line Chart Colours
- Using Shape Effects
- Colouring the Chart Background
- Understanding the Format Pane
- Using the Format Pane
- Exploding Pie Slices
- Changing Individual Bar Colours
- Formatting Text
- Formatting With WordArt
- Changing WordArt Fill
- Changing WordArt Effects