



# Microsoft Excel Training

Intermediate

## Course Objectives

- Use edit shortcuts to assist with inserting rows & columns
- Use AutoFill to create lists such as days of week, months, fortnightly pay periods, roster groups
- Work with formulas and functions to perform more accurate calculations within cells to produce totals, subtotals or averages
- Build formulas between worksheets to allow easier data management such as inclusion of summary pages
- Add formatting to cells, rows and columns such as currency, percentage, date, time
- Print whole worksheets or selected data and solve printing problems
- Create, modify and format charts

## Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learners requirements.

All course outlines are therefore to be used as a guide only.

## Duration

Flexible

## Prerequisites

Introduction to Microsoft Excel or have a good understanding of the basic features of Microsoft Excel.

## Course Outline

### More on Formulas

- What is a Formula
- BODMAS Theory
- Creating a Formula
- AutoSum Function
- Copying Formulas
- Absolute Formulas

### Editing Worksheets

- Naming a Worksheet
- Copying a Worksheet
- Grouping Worksheets
- Inserting and Deleting Worksheets
- Freezing Rows or Columns

### Creating Functions

- What is a Function
- Using Paste Function
- Other Types of Functions

### Using Charts

- Chart Components
- Chart Types
- Creating a Chart
- Formatting a Chart

### Linking Between Worksheets

- Advantages of Linking
- Creating a Link