



Microsoft Excel Intermediate

One Day - Instructor-led

Introduction

Course Objective: You will create and edit Microsoft® Office Excel 2013 worksheets and workbooks. At the end of the course you will be able to confidently write formula, use the formatting and editing tools to create professional worksheets. This course is designed to follow-on from the Introduction Course.

Prerequisites

To ensure your success, we recommend you first take the following course(s) or have equivalent knowledge:

- Microsoft Office Excel 2007: Introduction
- Microsoft Office Excel 2013: Introduction

Course Outline

EXCEL 2013 SETUP & PRINTING ISSUES

- Worksheet Margins
- Worksheet Orientation
- Worksheet Page Size
- Headers and Footers
- Header and Footer Fields
- Scaling Your Worksheet to Fit a Page(S)
- Visually Checking Your Calculations
- Displaying Gridlines When Printing
- Printing Titles on Every Page
- Printing Row and Column Headings
- Spell Checking
- Previewing a Worksheet
- Viewing Workbooks Side By Side
- Zooming the View
- Printing Options
- Setting the Number of Copies to Print
- Selecting a Printer
- Selecting Individual Worksheets or the Entire Workbook
- Selecting Which Pages to Print
- Single or Double Sided Printing
- Collation Options
- Page Orientation
- Paper Size
- Margins
- Scaling
- Printing

EXCEL 2013 FUNCTIONS AND FORMULAS

- Getting Help with Functions
- Nested Functions
- Consolidating Data Using a 3-D Reference Sum Function
- Mixed References within Formulas
- Date/Time Functions
- Mathematical Functions
- Financial Functions
- Statistical Functions
- Logical Functions
- Database Functions
- Text Functions
- Lookup Functions

EXCEL 2013 NAMED RANGES & FORMATTING

- Conditional Formatting
- Applying Styles to a Range
- Custom Number Formats
- Naming Cell Ranges
- Using Ranges and Functions
- Customising Cells

EXCEL 2013 MANIPULATING WORKSHEETS

- Copying or Moving Worksheets between Workbooks
- Splitting a Window
- Hiding Rows
- Hiding Columns
- Hiding Worksheets
- Un-Hiding Rows
- Un-Hiding Columns
- Un-Hiding Worksheet

EXCEL 2013 PASTE SPECIAL OPTIONS

- Using Paste Special to Add, Subtract, Multiply & Divide
- Using Paste Special 'Values'
- Using Paste Special Transpose Option

EXCEL 2013 TEMPLATES

- Using Templates
- Creating Excel Templates

Editing Excel Templates

Please contact us for any further information <mailto:info@inspiringways.com>