

Excel Intermediate – Sample Course Outline

Duration: One Day

This course is for you if you are confident with the essentials and need to learn techniques for presenting and controlling data.

What will be covered?

- ✔ Protecting worksheets
- ✔ Automation with Macros
- ✔ Working with lists
- ✔ Linking data
- ✔ Formatting based on cell content
- ✔ Controlling data entry

Features covered

Formulas Review

- Functions
- Add, subtract, divide, multiply
- Brackets in formulas
- Setting absolute cell references (fixing a cell in a formula)

Worksheet & Workbook Protection

- Preventing changes being made to cells
- Protecting Workbooks against structure changes

Macros

- Recording a Macro
- Running a Macro
- Adding a Macro button to a toolbar
- Assigning a Macro to an object on a Worksheet

Linking Data

- Linking between Worksheets and Workbooks

Conditional Formatting

- Formatting cells based on their content
- Formatting cells based on the content of other cells

Data Control using Data Validation

- Creating a drop-down list using data validation
- Controlling the type of data that can be entered into cells

The IF Function

- Using the Function Wizard
- Using the IF function
- Editing the IF function

Working with Data Lists

- Filtering data
- Sorting data
- Formatting as a table
- The SUBTOTAL function