

# **Meteor IT**

## **Training Course Outline**

### **Microsoft Excel – Intermediate I**

**Duration: 3 hours**

#### **Overview and pre-requisites**

In this session attendees will learn to produce more powerful spreadsheets using a selection of common features. Themes include using formulae to identify data fitting certain criteria, and calculate with respect to time and date values. In addition, a number of methods will be used to sort and find data, and to create simple charts to present summarised data visually.

Throughout the course there will be an emphasis on completing tasks with the least effort, avoiding repetitive work by using automated approaches such as conditional formatting. In addition, some more advanced techniques such as named ranges will be introduced, to improve collaboration and sharing of files.

Attendees will be regular users of Excel, confident in using many of the simplest functions, and particularly will already understand:

- Excel's interface and file structure – workbooks, worksheets, cell references
- Excel data storage – text, number and date formats
- Basic formulae using simple mathematical operations and SUM() function
- How to copy a formula to other cells, taking account of relative and absolute references (using \$ in the appropriate places)

#### **Specific topics to be covered**

Attendees will be shown a variety of techniques to improve their efficient use of a wider variety of Excel's features and functions. Using a variety of example files, they will learn how to:

- Create and manage worksheets within and between workbooks
- Define and use Names in place of cells and ranges
- Create more complex formulae using IF, OR, AND, COUNT, COUNTA,
- Use formulae for dates and times, understand impact of functions such as TODAY()
- Apply formatting easily using conditional formatting and format painter
- Use "Paste Special" to copy values or formats and transpose data
- Locating data - using Find and GoTo functions, sorting, using AutoFilters to filter data
- Create a basic single-source chart from a table of data (eg sales by month)