Meteor IT

Training Course Outline

Microsoft Excel – Intermediate II

Duration: **3 hours**

Overview and pre-requisites

Following on from Intermediate level I, this second course will build on the simple formulae which are already familiar to the trainee. New functions will be introduced to pull in data from other spreadsheets and summarise it using formulae or simple Pivot Tables. Charts will be customised to provide more visual impact to reports, and forms considered as a means to gather accurate information through easier data entry.

This course is ideally suited to those responsible for building spreadsheet "solutions" which efficiently produce accurate summaries for reports, based on data provided by others. As with previous courses, a practical approach is taken to address real-life use in a business context.

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

- Excel's interface, file structure and data storage; managing worksheets
- Simple formulae using logic and summary functions; number and date formats
- Conditional formatting; format painter and Paste Special
- Find, GoTo, AutoFilters, sorting data
- Single-series charts

Specific topics to be covered

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

- Apply more complex Names including Names defined as formulae
- Use OFFSET to retrieve data based on position
- Lookup functions (MATCH and INDEX; LOOKUP, HLOOKUP and VLOOKUP)
- Summarising partial sets of data using SUMIF, COUNTIF and SUBTOTAL
- Error trapping with ISERR and ISERROR
- Create a multi-series chart with different axes, customising appearance of charts
- Create and amend simple Pivot Tables, hide selected data
- Customise the toolbars to add useful buttons
- Produce simple "forms", use cell locking and protection, save files as templates
- Using Data Validation to ensure accurate entry in forms
- Copy / Paste as Picture and the Camera function