

Excel - Intermediate

Course Duration 3 hours

Aim

Building spreadsheet skills, including the use of charts and functions

Prerequisites

Completed Excel Introduction Course or equivalent experience

Topics

- | | |
|-------------------------------|--|
| Creating Formulas | ▼ Review |
| Understanding References | ▼ Referring to other sheets in a Workbook |
| | ▼ 3-D References |
| Linking | ▼ Cells, Sheets and Workbooks |
| Range Names | ▼ Inserting, GoTo, In formulas |
| Goal Seek | |
| Function Wizard | ▼ If Statements, PMT, Average, etc |
| Workbook Windows | ▼ To view different sheets in the same workbook |
| | ▼ Viewing Multiple Workbooks |
| | ▼ Splitting Worksheets and Freezing Titles |
| Group Edit | |
| Paste Special | ▼ Conditional Formatting, using Styles |
| Outlining a Worksheet | |
| Creating Charts | ▼ ChartWizard |
| | ▼ Chart Toolbar |
| | ▼ Activating Chart |
| | ▼ Changing the Chart Type |
| | ▼ Restricting Access |
| Protecting Workbooks & Sheets | |
| | ▼ Requiring a Password When a Workbook is Opened |
| | ▼ Requiring a Password When a Workbook is Saved |
| | ▼ Removing Passwords |

