



## Helping Improve Your Use of Information Technology TODAY

---

# Excel Intermediate

This intermediate level course is designed to improve productivity of Excel Users. On completion, users will be able to view and manage data and worksheets more effectively. This is a generic course covering the different versions of Microsoft Excel.

## Learning Objectives

- Managing Worksheets
- Using Tables data structure
- Sorting and Filtering data in Lists and tables
- Subtotalling data
- Format cells based on contents of cells or other cells
- Work across multiple sheets

## Pre-Requisites

- Create a basic worksheet
- Modify a workbook
- Use simple formulas and functions
- Format an Excel worksheet
- Manage worksheets and workbooks
- Set up printing options

## Course Content

### Viewing and Managing Worksheets

- Hide or Show Worksheets or Workbooks
- Freezing Panes
- Page Views
- Working with Multiple Sheets

### Tables

- Tables Overview
- Creating Tables
- Delete Tables
- Formatting Tables
- Changing Table Design
- Table Tools
- Using External Data

## Sorting and Filtering Data

- AutoFilter
- AutoFilter - Sorting List Data on a Single Column
- Sorting Data based on Multiple Criteria
- AutoFilter - Filtering Data
- Slicers in Tables

## Using Lists – Subtotalling Data

- Subtotalling Data
- Grouping and Ungrouping Data for Subtotals
- Summarising a Subtotalled List
- Outlining
- Remove Subtotals
- Adding Total to Filtered Lists

## Conditional Formatting

- Format Based on Data Contained in Cells
- Managing Formatting Rules
- Format Cells using a Formula
- Colour Scale and Data Bar Formats

## Working with Multiple Sheets

- Changing the Number of Worksheets Available at Start-up
- Working with Sheets
- Worksheet Tab Properties
- Move and Copy Worksheets
- Group Mode
- Fill Data across Worksheets
- 3-D Formulae
- Protect Worksheet Data
- View Worksheets Side by Side
- Watch Window