



# Microsoft Excel (Intermediate)

2016



# Topics Covered:

## Fill Techniques

- Creating a Custom Fill List
- Modifying a Custom Fill List
- Extracting With Flash Fill
- Deleting a Custom Fill List
- More Complex Flash Fill Extractions
- Extracting Dates and Numbers

## Worksheet Techniques

- Inserting and Deleting Worksheets
- Copying a Worksheet
- Renaming a Worksheet
- Moving a Worksheet
- Hiding a Worksheet
- Unhiding a Worksheet
- Copying a Sheet to Another Workbook
- Changing Worksheet Tab Colours
- Grouping Worksheets
- Hiding Rows and Columns
- Unhiding Rows and Columns
- Freezing Rows and Columns
- Splitting Windows

## Page Setup

- Strategies for Printing Worksheets
- Understanding Page Layout
- Using Built in Margins
- Setting Custom Margins
- Changing Margins by Dragging
- Centring on a Page
- Changing Orientation
- Specifying the Paper Size
- Setting the Print Area
- Clearing the Print Area
- Inserting Page Breaks
- Using Page Break Preview
- Removing Page Breaks
- Setting a Background
- Clearing the Background
- Settings Rows as Repeating Print Titles
- Clearing Print Titles
- Printing Gridlines
- Printing Headings
- Scaling to a Percentage
- Fit to a Specific Number of Pages

## Applying Borders

- Understanding Borders
- Applying a Border to a Cell
- Applying a Border to a Range
- Applying a Bottom Border
- Applying Top and Bottom Borders
- Removing Borders

- The More Borders Command
- Using the More Borders Command
- Drawing Borders
- Drawing a Border Grid
- Erasing Borders
- Formatting the Drawing Pencil

## Essential Functions

- Key Worksheet Functions
- Using IF With Text
- Using IF With Numbers
- Nesting IF Functions
- The CHOOSE Function
- The LOOKUP Function
- Using Counting Functions
- The ROUND Function
- Rounding Up and Rounding Down
- Manipulative Functions
- The MOD Function
- The TODAY Function
- The NOW Function
- The DATE Function
- The PMT Function

## Complex Formulas

- Scoping a Formula
- Long-Hand Formulas
- Preparing for Complex Formulas
- Creating the Base Formula
- Adding More Operations
- Editing a Complex Formula
- Adding More Complexity
- Copying Nested Functions
- Switching to Manual Recalculation
- Pasting Values From Formulas
- Documenting Formulas

## Defined Names

- Understanding Defined Names
- Defining Names From Worksheet Labels
- Using Names in Typed Formulas
- Applying Names to Existing Formulas
- Creating Names Using the Name Box
- Using Names to Select Ranges
- Pasting Defined Names Into Formulas
- Defining Names for Constant Values
- Creating Names From a Selection
- Scoping Names to a Worksheet
- Using the Name Manager
- Documenting Defined Names

## Number Formatting Techniques

- Applying Alternate Currencies
- Applying Alternate Date Formats
- Formatting Clock Time
- Formatting Calculated Time
- Understanding Number Formatting
- Understanding Format Codes
- Creating Descriptive Custom Formats
- Custom Formatting Large Numbers
- Custom Formatting for Fractions
- Padding Numbers Using Custom Formatting
- Aligning Numbers Using Custom Formats
- Customising the Display of Negative Values

## Conditional Formatting

- Understanding Conditional Formatting
- Formatting Cells Containing Values
- Clearing Conditional Formatting
- More Cell Formatting Options
- Top Ten Items
- More Top and Bottom Formatting Options
- Working With Data Bars
- Working With Colour Scales
- Working With Icon Sets
- Understanding Sparklines
- Creating Sparklines
- Editing Sparklines

## Goal Seeking

- Understanding Goal Seeking
- Using Goal Seek

## The Quick Analysis Tools

- Understanding Quick Analysis
- Quick Formatting
- Quick Charting
- Quick Totals
- Quick Sparklines
- Quick Tables

## Worksheet Tables

- Understanding Tables
- Creating a Table From Scratch
- Working With Table Styles
- Inserting Table Columns
- Removing Table Columns
- Converting a Table to a Range
- Creating a Table From Data
- Inserting or Deleting Table Records
- Removing Duplicates

Removing Duplicates

Sorting Tables

Filtering Tables

Renaming a Table

Splitting a Table

Deleting a Table

### **PivotTables**

Understanding PivotTables

Recommended PivotTables

Creating Your Own PivotTable

Defining the PivotTable Structure

Filtering a PivotTable

Clearing a Report Filter

Switching PivotTable Fields

Formatting a PivotTable

Understanding Slicers

Creating Slicers

Inserting a Timeline Filter

### **Chart Elements**

Understanding Chart Elements

Adding a Chart Title

Adding Axes Titles

Repositioning the Legend

Showing Data Labels

Showing Gridlines

Formatting the Chart Area

Adding a Trendline

Adding Error Bars

Adding a Data Table

### **Chart Object Formatting**

Understanding Chart Formatting

Selecting Chart Objects

Using Shape Styles

Changing Column Colour Schemes

Changing the Colour of a Series

Changing Line Chart Colours

Using Shape Effects

Colouring the Chart Background

Understanding the Format Pane

Using the Format Pane

Exploding Pie Slices

Changing Individual Bar Colours

Formatting Text

Formatting With WordArt

Changing WordArt Fill

Changing WordArt Effects

# Course Details:

## Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

## Envisage Training:

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## Duration:

1 Full Day

## Who should attend:

Participants who want to expand their Excel knowledge and learn how to create more productive workbooks. This workshop covers formulas and function techniques, advanced formatting and charting features and data manipulation tools like PivotTables and goal seeking.

## Course Pre-requisites:

This workshop assumes the participant has the knowledge required to create, edit, print and chart simple worksheets. Understanding ranges and copying is also important.

## Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft Excel application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft Excel Data Analysis
- Microsoft Excel Advanced
- Microsoft Office

