

## Intermediate Course

### Course Outline

#### Recap of the Foundation Course

- Revision exercise

#### Navigation and Selection

- Further navigation and selecting tips
- Using Find & Replace

#### Entering duplicate data

- Using Paste Special
- Using the Office Clipboard
- Drag and Drop

#### Further Formulae functionality

- Absolute cell references
- Using named cells and ranges in formulae
- Creating formulae across worksheets
- Using AutoSum across worksheets

#### Managing Worksheets

- Hide/reveal rows and columns
- Splitting and freezing a workbook window
- Working with worksheets
- Renaming worksheets
- Move and copy worksheets
- Grouping worksheets
- Formatting multiple worksheets

#### Data Validation

- Settings
- Input messages
- Error Alerts

#### Analysing your data

- Data layout principles
- Sorting data
- Using the Auto Filter

#### Page Setup and Printing

- Changing the margins
- Scaling the spreadsheet
- Using Headers & Footers
- Print Titles
- Page Break preview

#### Charts

- Creating a chart
- Editing a chart
- Formatting a chart

### Is this the right level for you?

This course is suitable for delegates who have previously attended an Excel Foundation course or feel confident entering and editing data, creating simple formulae, formatting and printing their worksheets. You now wish to find out what else Excel has to offer and wish to develop and build on your basic knowledge.

### What will you be able to do?

The aim of the course is to provide you with the skills to speed up the process of entering duplicate information within Excel. You will be able to navigate and manage the worksheets that hold this data whilst using further formula functionality. It will provide you with further skills to enhance your efficiency and enable you to work with the data you have to get the information you require. You will be able to use advanced printing functionality and display your data visually to highlight trends.

### Training Process

Delegates will be asked to carry out exercises during the training to reinforce their knowledge.

### Booking Details

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### Duration

1 Day

### Course Reference

FCP/Excel 2013/Intermediate