

Intermediate Course - Developing your skills

Course Outline

Recap of the Foundation Course

- Revision exercise

Navigation and Selection

- Further navigation and selecting tips
- Using Find & Replace

Entering duplicate data

- Cut, copy and paste
- Using Paste Special
- Using the Office Clipboard
- Using Fill
- Creating a custom list

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

Further Formulae functionality

- Using statistical functions – MAX, MIN, AVERAGE and COUNT
- Absolute cell references
- Using named cells and ranges in formulae
- Creating formulae across worksheets
- Using AutoSum across worksheets

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 move around and manage the worksheets that hold this data whilst using further formula functionality.

Training Process

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

Booking Details

Email: training@firstpointconsultants.co.uk

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Duration

3 hours tuition

Course Reference

FCP/Excel 2013/Intermediate/HD01