



## Microsoft Excel Intermediate

**Duration:** 15 hour(s)

**Level:** Intermediate

**Target Audience** The target audience will be existing Ms Excel users who want to have an in-depth experience in Microsoft Excel

**Prerequisites** Basic knowledge of Microsoft Excel

### About this course

This course is designed to enable you to have a more in-depth view of Microsoft Excel. This course will allow you to work with multiple worksheet and workbooks easily as well as better organized your data for presentation. The aspect of sharing is taken in depth in this course.

### Course Content

#### Part1: Reviewing of Basic Concepts

- Functions v/s Formulas
- Types of References
- Basic Formatting
- Conditional Formatting

#### Part2: Using multiple Worksheets and Workbooks

- Link worksheets by using 3-D formulas
- Add a watch window
- Create and manage links between workbooks
- Create a workspace

#### Part3: Advanced Formatting

- Apply special and custom number formats
- Control the display of zero values
- Using function to format text
- Create, apply and modify style
- Apply and modify theme
- Merge and split cells
- Change the orientation of data in cells
- Transpose data and add a background color and a watermark

#### Part4: Outlining and Subtotal

- Create an outline and consolidate data
- Create subtotals in a list and use multiple subtotal functions
- Define and apply cell and range names
- Use names in formulas



- Define and apply 3-D names
- Managing names

### **Part5: Working with Tables**

- Sort Data by columns
- Filter data based on complex criteria
- Copy filtered results to another range
- Create, format and name a table
- Add rows and columns
- Use structured references

### **Part6: Advanced Charting**

- Overview of Basic Charting
- Format data points in charts
- Create combination charts and Trendline
- Insert Sparkline
- Add and format graphic elements

### **Part7: Documenting and Auditing**

- Use auditing features
- Add comments to cells and workbooks
- Protect a worksheet or part of a worksheet
- Share, merge and track changes in a workbook
- Find and move hidden and personal data from a workbook
- Mark a workbook as final