
Microsoft Excel Intermediate – Level 1

Course Outline

This course will expand knowledge and raise skill levels for Excel users. The course is aimed at users who have some experience with Excel, understand the basics and are ready to take the next step.

This course is suitable for PCs using Windows.

Prerequisites

Whoever attends this course will have the skills to create and edit simple worksheets, be able to navigate within Excel and be capable of entering basic formulas and functions.

Technical Requirements

It is recommended attendees utilise two screens on the day of training; one to view the facilitator's presentation and one to complete the exercises.

A computer or laptop with Microsoft Excel installed and an internet connection is necessary. Zoom needs to be installed, the free version is sufficient.

Learning Outcomes

At the completion of this course the attendee will be able to:

- Use Fill Features including Flash Fill
- Sort and Filter data
- Apply advanced Formatting Features
- Use Quick Analysis
- Set up Conditional Formatting
- Create Charts
- Work with Chart Elements and Objects

Course Duration

This is a half-day 3½ hour course.

Delivery Mode

The course is hands-on, facilitator led, online or onsite.

The facilitator will step participants through the course. Participants will be able to communicate with the facilitator at all times and questions are encouraged.

Course material and exercise files will be provided.

Contents

Autofill Features

- Use the autofill handle
- Fill a series
- Fill text and numbers
- Fill formats
- Fill formulas
- Use Flash Fill

Sort and Filter

- Sort text and numbers
- Sort ascending and descending
- Multiple sorting
- Horizontal sorting
- Use auto filter
- Filter multiple fields

Advanced Formatting

- Currency formats
- Date time formats
- Large number formats
- Telephone number formats
- Customised formats

Quick Analysis

- Formatting
- Charting
- Totals
- Tables
- Sparklines

Conditional Formatting

- Setting rules
- Formatting values
- Formatting cells
- Formatting duplicates
- Formatting dates
- Formulas in validation criteria

Charting

- Chart sheets
- Embedded charts
- Chart elements
- Formatting charts
- Chart types and designs
- Data source