
Microsoft Excel Intermediate – Level 2

Course Outline

This is the second intermediate level Excel course. The aim is to continue with the next steps in increasing user's skills and their understanding of Excel.

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:

- Utilise Worksheet Techniques
- Manage Multiple Workbooks and Worksheets
- Setup and utilise Data Validation features
- Subtotal data
- Provide protection for Worksheets and Workbooks
- Work with Worksheet Tables

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

Worksheet Techniques

- Work with Views
- Splitting and Freezing
- Zoom features
- Working with Sheet Elements

Multiple Sheets

- Copy sheets from other Workbooks
- Selecting multiple sheets
- Grouping sheets
- Working across sheets
- Entering formulas accessing other sheets
- Switching Windows

Data Validation

- Validating Data
- Number Range Validation
- Testing Validations
- Date Validation
- Input Message
- Error Message
- Drop Down Lists
- Formulas in Validation Criteria

Subtotalling

- Creating Subtotals
- Filtering Subtotals
- Nesting Subtotals
- Copying Subtotals

Protection

- Protecting cells
- Protecting Worksheets
- Protecting Workbooks
- File Protection
- Setting protection
- Disabling worksheet protection

Worksheet Tables

- creating tables
- building tables from data
- adding fields and records
- removing fields and records
- controlling duplicates
- sorting and filtering