



# Microsoft Excel

## Intermediate

### PREREQUISITES

A working knowledge of creating & formatting simple spreadsheets with basic formulas using + - \* / and basic functions eg [SUM](#), [COUNT](#), [AVERAGE](#). Or attendance of our Excel Intro Course.

### BENEFITS

This course will give you the skills to perform simple data analysis in Excel. You will learn how to use formulas, conditional formatting, filtering and sorting and many more data analysis features. By completing structured exercises, this course will increase your competence in day-to-data analysis making you more efficient & productive.

### OUR VIRTUAL CLASSROOMS

We have expanded our online, instructor-led computer training courses - delivered live via our virtual classrooms from Belfast, Northern Ireland.

A virtual classroom is an online learning environment that allows for live interaction between the tutor and delegates as they participate in learning activities.

Courses are fully interactive & delegates interact throughout the training session - engaging over the Open Mic, via the Chat Facility & Sharing Screens.

### WORKSHEET OPERATIONS

- **Copy & Move:**
  - Within Current File
  - To External Files
- **Group Sheets:**
  - Update Data, Formula & Layout
  - Select Adjacent & Non-Adjacent Sheets

### IF FUNCTION

- Use IF to Make Your Spreadsheet 'Smarter'
- Identify When to Use

### CONDITIONAL FORMATTING

- Create, Edit & Replicate
- Apply formatting to:
  - A cell based on it's own value
  - An entire row based on a cell value in that row

### LINKING SPREADSHEETS

- Create & Maintain Links:
  - Within Worksheets in a Single File

### SECURITY

- Protect Cell Ranges
- Protect Sheets
- Password Protect Files (Read Only & Restrict Opening)

### WORKING WITH EXCEL DATA

- **Sort Data Lists:**
  - By Data Value(s)
  - By Cell/ Font Colour
- **Group & Ungroup to Create Outlines:**
  - Rows & Columns
  - Using Outline Levels
- **Filter Data:**
  - Autofilter
  - Advanced Filter
  - Reapply Filter Criteria
  - Filter by Cell/ Font Colour

### VALIDATION RULES

- **Create** & Apply to Dates, Numbers & Create Drop Down Lists for Text
- **Reuse** to Apply to Other Data Ranges (for Dates, Numbers & Text Lists)
- **Update**



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