
Excel – Intermediate

Day 1 of this course is Day 2 of our *Excel – Introductory* course.

Day 2 of this course is Day 1 of our *Excel – Advanced* course.

National Competency Standard (BSB07) BSBITU304A Produce spreadsheets



Objectives

Upon completion of this course, attendees will have a strong skill base for developing and maintaining effective workplace spreadsheets.

Pre-Requisites

****IMPORTANT****

All participants attending this course **MUST** have skills equivalent to those covered in NDA Computing's *Excel Basics* course. Please refer to the course outline to check you have the required skills BEFORE BOOKING THE COURSE: <http://www.nda.com.au/outlines/it/excelbasics.pdf>

All participants MUST be able to carry out basic formatting of spreadsheets and do basic formulas.

IF YOU ARE BOOKING ON BEHALF OF ANOTHER PERSON, PLEASE ASK THEM TO CONFIRM THAT THEY HAVE THESE SKILLS BY COMPARING THEIR SKILLS WITH THE 'EXCEL BASICS' OUTLINE.

Duration

2 Days.

Course Outcomes

1. Design and create simple business systems using both single and multiple worksheets.
2. Manage files and templates more effectively.
3. Create simple charts.
4. Process simple databases
5. Design more advanced spreadsheet solutions.
6. Design spreadsheet solutions that require linked workbooks and linked applications.
7. Perform advanced formatting operations.
8. Construct and enter formulae and functions relevant to a business environment.
9. Use the full range of functions.

Course Content

DAY 1

Pre-Course Review

- Preliminary Exercise

Design Considerations

- Protection
- Protecting a Sheet
- Protecting the Workbook
- Protecting the File
- Hiding Rows and Columns
- Comments
- Inserting a Comment

- Visibility States
- Editing Comments
- Moving/Resizing Comments
- Formatting Comments
- Deleting Comments

Templates

- Creating a New Template
- Saving as a Template
- Using a Template from The Default Location
- Using a Template from Another Location

- Modifying the Original Template

Basic Sheet Layout

- Basic Factors Affecting Layout
- General Guidelines
- Do Not Duplicate Data
- Do Not Put Numbers or Text in a Formula

Multiple Sheets

- Basic Sheet Operations

- Inserting a New Sheet
- Deleting a Sheet
- Renaming a Sheet
- Moving and Copying Sheets
- Changing the Tab Colour
- Hiding a Sheet
- Highlighting a Contiguous Range of Sheets
- Highlighting a Discontiguous Range of Sheets
- Setting up a MultiSheet Workbook
- Creating a Simple Formula across Sheets
- Creating a Statistical Function across Sheets
- Protecting the Workbook

Working With Data

- When Not to Use Excel to Store Data
- Size Issues
- Memory Issues
- Duplication of Fields
- When can Excel be Used to Store Data?
- When the Data is relatively small
- When the data is relatively constant over time
- When all The Fields in the List Relate to the same object
- Find and Replace
- Sorting
- Filtering
- Simple Filter
- Custom Filter
- Multiple Criteria on the Same Field
- Multiple Criteria Different Fields
- Top Ten
- Removing all Filters
- Creating a Table
- Managing a Table
- Selecting Rows and Columns
- Using the Drop Down Buttons
- Inserting Rows and Columns
- Total Row
- Demoting a List to a Range
- Splitting Columns

Basic Charts

- Creating a New Chart

- Chart Types
 - Column
 - Line
 - Pie
 - Bar
 - XY (Scatter)
- Source Data
- Chart Options
- Titles
- Axis Options
- Gridlines
- Legend
- Data Labels
- Data Table
- Chart Location
- Formatting Chart Elements
- Common Formatting Categories
 - Data Series
 - Data Point
 - Axes
 - Gridlines
 - Title
 - Legend

Useful Calculations

- Percentage Increase/Decrease
- Percentages of a Total
- Running Total

DAY 2

Worksheet Design

- Formula Auditing
 - The Formula Auditing toolbar or button Group
 - Tracing Precedents
- Removing Precedent Arrows
- Tracing Dependants
- Removing Dependant Arrows
- Formula Evaluation
- Validation Criteria
- Input Message
- Error Alert
- Named Cells
- Naming a Cell or Cell Range
- Assigning a Name to a Constant
- Converting Existing Labels to Names
- Applying Names to Formulas
- Creating a List of Names

Outlining

- Outlining Concepts
- Creating an Automatic Outline
- Creating a Manual Outline
- Copying from an Outline
- Removing an Outline

Linking Workbooks

- Referencing an External File
- Paste Link
- Data Consolidate
- Hyperlinks

Custom Formatting

- Creating a Custom Format
- Format Sections for Numbers
- Format Codes for Numbers
- Format Codes for Dates and Times
 - Days Months and Years
 - Hours, Minutes and Seconds
 - Other Codes
- Conditional Formatting

Useful Functions

- Numeric and Time Functions
 - ROUND
 - COUNTA
 - COUNTIF
 - SUMIF
 - PMT
 - NOW
- Text Functions
 - LEFT
 - RIGHT
 - MID
 - LEN
 - CONCATENATE
 - TRIM
 - UPPER
 - LOWER
 - PROPER
- Logical and Lookup Functions
 - IF
 - AND
 - OR
 - VLOOKUP

Review

- Revision Exercises