

## Microsoft Excel Intermediate

### *Professional Delivery – Printed Workbook – Step-by-step Reference Guide – Certificate – After Course Support*

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**Aim:** The aim of this course is to provide a user of Excel the confidence to use some of the most popular Excel functions, use Excel as a database (lists) and summarise data over multiple sheets.

#### *Course Objectives.*

<i>Course Objectives.</i>	<i>Explanation / Example</i>
➤ Understand Rounding functions	Understand how to use the 3 Excel functions to round numbers
➤ Apply Absolute Cell Addressing	Fixing part of a calculations formula so that it doesn't change when copied to other cells
➤ Create and use Named Ranges	Give a group of cells a name and use the names as a quick way to highlight or use in formulae
➤ Use Named Ranges with functions	Explore how to assign range names within functions
➤ Apply the IF and nested IF functions	Performs a test and gives a result if test is met and a different result if the test is not met.
➤ Use SUMIF and COUNTIF functions	Sum numbers when a condition is met. Count entries in cells if a condition is met.
➤ Apply the VLOOKUP function	Used to search for information in a table of data and return back information from another column
➤ Use Excel as a database	Understand how to set up a spreadsheet for database use (lots of columns)
➤ Use Database Tools - Filters, Sub Totals and Pivot Tables	Useful Excel features to keep cells constant on the screen, filter information, automatic subtotalling and summarising information when working with large data sets using Pivot Tables.
➤ Apply Format as Table and explore the options	Format a data area as a table and discuss advantages such as Total rows and slicers
➤ Apply Data Validation	Set rules to test for valid data entry and create pick lists
➤ Use Conditional Formatting	Format cells when a specified rule is met
➤ Understand grouping multiple sheets – entering data	Group sheets together for entering and formatting data to several sheets at the same time.
➤ Work with calculations across multiple sheets	Perform calculations across sheets. E.g. A sheet for each month of the year and a summary sheet which dynamically calculates the sales from each sheet
➤ Apply protection to workbooks, worksheets and cells.	Assign a password to be entered when a workbook is opened or allow read only on entering the password. Format a spreadsheet as read only and lock down specific cells allowing a user to only edit data in specific cells, protecting any formulas from being overwritten.