

Excel – Intermediate Express (Level 2)

Theory and Practical
1 Day



Content Outline

Topics for discussion

ACUDEMY

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Course Overview

Are you looking to become more confident in Excel within a short period of time? Our Excel Intermediate Express course could be perfect for you. If you currently use Microsoft Excel for basic formulas and functions such as Autosum then this one[1]day express course could help streamline the way you work.

Designed and delivered by industry leading trainers, this course will teach you features such as VLOOKUP, pivot tables and how to work with large data. Upon completion, all delegates will receive a certificate of attendance, an extensive manual and a range of tips to save you time and improve the way you work.



Course Content



Overview of shortcuts

- Recap of Shortcuts and Tips
- Customising the Ribbon to include useful shortcuts
- Refresh on everyday Formulae
- Recap of Absolute Cell Referencing

Range Names

- Create Range Names
- Navigate using Range Names
- Print Range Name Areas
- Create Formulae using Range Names

Advanced Functions

- IF Statements
- VLOOKUP
- COUNTIF

Conditional Formatting

- Apply Shading, Icon Sets and DataFills to cells based on criteria
- Format Painter

Working with Large Data

- Split your Worksheet
- Freeze Panes
- Use AutoFilter (Quick overview as most already use. Handy tips are however covered)
- Sort and Custom Sort

Course Content



Date Functions

- Entering data Formulae
- Now and Today Functions
- Customising Data Formats

Text Functions

- Use the Trim, Proper, Left and Right Functions
- Concatenate Text
- Text to Columns
- Removing Duplicates
- Flash Fill

Tables

- Creating Tables
- Formatting Tables
- Calculations in Tables

Pivot Tables

- Preparing data for a Pivot Table
- Create Pivot Tables
- Format Data
- Group Data in Pivot Tables
- Refresh Data
- Slicers and Timelines

Charting

- Creating Charts Using a Function Key
- Creating Pivot Charts
- Changing the Chart Type
- Formatting Charts
- Adding Titles
- Sparklines



Awarded by

Course Completion Certificate
awarded by Acudemy .

ARE ANY FINANCIAL OPTIONS PROVIDED?

- 0% Interest Free payments available.



Questions or comments?

Get in touch!

Phone Number

020 3907 9029

Email Address

info@acudemy.com

Website

www.acudemy.com

