



# Microsoft Excel Intermediate-Advanced

One Day Course

## OVERVIEW

In a tutor-led environment, learners will use Excel to design and enhance spread sheets whilst working with a significant amount of data supporting information management. Throughout the day our trainers work with a combination of instruction and relevant exercises giving hands-on practice experience.

### Features Covered:

#### Cell Referencing

Use relative, absolute & mixed referencing

#### Introduction to Named Ranges

Define & create a named range  
Label a cell, apply & paste a named range  
Clear & edit a named range

#### Charts

Create, format, modify & preview charts  
Embedded charts & chart sheets

#### Document Protection

Locked & protected cells  
Password protection of documents

#### Functions

Logical statements (if, and, or), nested functions

#### Data Lists

Sort data, auto filter & custom auto filter  
Data validation

#### Work with Worksheets

Insert, rename & delete worksheets  
Copy & move worksheets  
Hide & unhide rows & columns  
Freeze panes, split & group sheets  
Link & consolidate data using 3D formulas

## AUDIENCE

This course enables delegates who have some experience of using Excel, to support an information management system by gaining a wider range of spreadsheet skills and developing more creative and effective ways to work with functions and spreadsheet structures.

## OBJECTIVES

**After completion of the course delegates should be able to:**

- Use Microsoft Excel to create and edit logical functions
- Accurately create and modify charts and graphs
- Apply and edit names in workbooks
- Apply and remove protection from spreadsheets
- Create and edit linked formulas

## PREREQUISITES

This course requires delegates to be familiar with basic formulas and functions, and to be using Excel on a regular basis.

COURSE FEE: £285 per person (includes course notes & refreshments)

To make a booking and for all enquiries:

**Tel: 888283 Email: [info@ibeducation.com](mailto:info@ibeducation.com) Web: [www.ibeducation.com](http://www.ibeducation.com)**