

# Excel Intermediate (full day)

## Level 2.0

### Course outline

**Excel Intermediate (full day)** is an ideal course for people who currently use Excel and wish to increase their skills to beyond that of most corporate workers. The subjects covered in this course are ideal for standing out amongst your colleagues as a talented Excel user without entering the advanced skills of Excel Advanced.

### Course duration

**Full day (9am to 4pm)**

### Covered in this course

Subjects covered in this course include:

- Working with VLOOKUP
- Templates
- Drop-down menus in cells
- Sorting in depth
- Naming cells
- Absolute referencing
- Protecting worksheets
- Conditional formatting
- Linking cells between Excel tabs
- PivotTable and PivotChart basics
- Working with SUMIF and COUNTIF
- Filtering in depth
- Calculating with dates
- Working with SUBTOTAL
- Logic tests (eg: IF, AND, OR)
- Print area, page breaks and page scaling

and much more including our T7 Tips and Tricks section.

### Is this course for me?

Before enrolling into this course, you must be comfortable and familiar with the skills covered in *Excel Basics* such as SUM and AVERAGE formulas, correct data structure, sorting data, creating charts and filtering data. If you are not familiar with these skills, you will need to attend and complete *Excel Basics* prior to attending *Excel Intermediate*. This course is ideal for analysing large blocks of data.

### Session dates

Course dates, times and booking instructions are located at: [www.T7.net.au/Excel](http://www.T7.net.au/Excel)

### Further study

**Excel Advanced (Best of Features and Formulas)** covers advanced features and usage of Excel.

# T7 Training Systems

**For onsite courses anywhere in Australia, visit:**

[www.OnsiteTrainingCourses.com.au](http://www.OnsiteTrainingCourses.com.au)

**For public courses in Sydney, visit:**

[www.T7.net.au](http://www.T7.net.au)



## A brief revision of cells and formulas from level 1 Excel Basics

### Correct data layout

- Keep your data in one solid block
- Headings directly above (and to the left) of your data block
- Leave room at the top of your data block
- Don't divide your data into multiple tabs
- Do divide up your data cells
- Type dates in their correct Excel format
- Don't format numbers as text

### SUM function

- Entering SUM functions manually with the mouse
- Entering SUM functions automatically with the mouse
- Adding non-consecutive ranges with SUM

### Autofill

- Continuing a numerical sequence
- Continuing month name sequences
- Continuing day name sequences
- Continuing date sequences
- Custom autofill lists

### Calculating proportions

- How to calculate a proportion

### Setting relative/absolute referencing

### Finding averages using AVERAGE

### Counting cells with COUNT

### Finding highest value with MAX

### Finding lowest value with MIN

### Auto-filtering lists

- Sort A to Z and variants
- Sort by colour
- Tick box area
- Clearing a filter
- Filter by colour
- Text / number / date filters
- Above / below average*
- Top 10*
- Turning off filtering
- Copying a filtered list
- Highlighting only visible cells

### SUBTOTAL function

### SUMIF function

### COUNTIF function

### AVERAGEIF function

### CONCATENATE function

### Data validation (drop-down menus)

- Creating source data for the drop-down menu
- Creating the drop-down menu

### VLOOKUP function

### Naming cells

- Redefining cell references in the Name manager

### TODAY function

## Calculating with dates

### Conditional formatting

- Applying conditional formatting to cells
- Highlight cell rules
- Using cell references in conditional formatting
- Top/bottom rules
- Data bars
- Controlling data bar start/finish measurement values*
- Colour scales
- Controlling colour scale minimum/maximum measurement values*
- Icon sets
- Controlling icon changeover measurement values*
- Deleting conditional formatting
- Conditional formatting rules manager
- Editing rules with the conditional formatting rules manager*

### IF function

### AND function

### Protecting worksheets

### Print area

- Setting the print area
- Clearing the print area
- Ignoring the print area

### Scale to fit

- Scale
- Width and height control

### Headers and footers

### PivotTable basics

- Creating a PivotTable
- Populating a PivotTable
- Removing and replacing PivotTable labels
- Changing the PivotTable calculation
- Filtering PivotTable data
- Multiple labels
- Drilling down into data

### PivotChart basics

### Removing duplicates

### Adding buttons to the Quick Access Toolbar

### Cell Styles (automatic cell formatting)

- Creating your own cell style

### Order of calculations

### Templates

- Modifying a template

### Linking cells between worksheets

### SUBTOTAL function (automatic)

## T7 Training Systems tips and tricks for Excel Intermediate

- Clarifying American/Australian date formats
- Working with large quantities of worksheet tabs
- Techniques for inserting ticks
- Moving around your spreadsheet efficiently
- Transposing a table (swapping x and y headings in a table)