

Excel 365 for Intermediate Users



A one day course for people moderately experienced with Microsoft Excel

Prerequisites

This course assumes the students to have attended the Excel for New Users course, or have equivalent knowledge

Chapter 1 - Functions

- The Insert Function Wizard
- Help on this function
- The Function Arguments dialog box
- Text Functions
- Step-by-step Functions
- Nested Functions
- Date Functions

Chapter 2 - Dates and Times in Excel

- Entering Dates in Excel
- Calculating with Dates
- Formatting Dates
- Entering Times in Excel
- Calculating with Times

Chapter 3 - Multiple Worksheets

- Renaming Worksheets
- Add, Move and Remove Sheets
- Navigating Sheets
- Group Sheets
- Fill Across Worksheets
- 3-D Calculations
- Using Functions in 3-D Calculations

Chapter 4 - Large Worksheets

- Change Screen Magnification
- Freeze Panes
- Split the Window
- Switch Between Multiple Files
- Arrange Windows
- Open a Second Window

Chapter 5 - Simple Databases

- Databases in Excel
- Sort Data
- Sort Multiple Fields
- AutoFilters
- Custom AutoFilter
- Copy a Filtered List
- Subtotals
- Using Subtotal Outlining
- Copying Subtotals
- Remove Subtotals

Chapter 6 - Advanced Databases

- Data Validation with a Mathematical Test
- Test the Validation
- Data Validation from a List
- Test the Validation again
- Copy Data Validation
- Advanced Filters
- Advanced Filters using Wildcards and Criteria Ranges
- SUMIF and Similar Functions
- DSUM and Similar Functions

Chapter 7 - Charts

- Insert a Chart
- The Chart Contextual Tabs
- Change the Chart Location
- Switch Rows and Columns
- Chart Element Options
- Chart Styles
- Instant Charts
- 3-D Chart Options
- Exploded Pie Charts
- Change the Default Chart
- Test and Reset the Default Chart
- Chart Against Target Values
- Adjusting the Axis Scale
- Trendlines
- Paste Another Data Series into the Chart
- Use a Logarithmic Scaled Axis
- Use a Secondary Axis
- Error Bars
- Insert Sparklines

Chapter 8 - Comments

- Add Comments
- Edit and Delete Comments
- Reviewing Comments
- Convert Notes to Comments
- Display Comments
- Print Comments

Chapter 9 - Using Paste Special

- What is Paste Special?
- Values Only Revisited
- Formatting
- Mathematical Operations
- Transpose Tables

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Chapter 10 - Protecting Workbooks

- Set a Password to Open
- Test and Remove the Password
- Set a Password to Modify
- Test and Remove the Password
- Unlock Cells
- Protect the Worksheet
- Protect the Workbook