

Course Outline - **Microsoft Excel Intermediate**

Aims:	Looks deeper into Excel, including analytical and data retrieval formulas and Pivot tables
Pre-requisites:	Must have attended the Microsoft Excel Introduction or have a good working knowledge of the product
Duration:	One day

Linking

Understanding the concepts of Linking
Using formulas to link sheets
Linking files using formulas
Using Paste Link to link files
Linking to other Microsoft Office programs

Range Names

What is a Range Name?
Creating and defining Range Names
Deleting Range Name
Using Range Names for navigation
Using Range Names in formulas

Further Functions

Writing formulas using Paste Function
Basic statistical functions

Conditional Functions

An introduction to Conditional Functions
Using the IF function

Lookup Functions

What is a Lookup Function?
Using LOOKUP to extract information
Looking up with VLOOKUP and HLOOKUP

Workbook Templates

Templates vs. workbooks
Creating and saving a Template
Modifying a Template

Protecting Data

Protect cells within a workbook
Hiding worksheets within a file
Protecting the structure of a workbook
Password protecting Excel files

Pivot Tables

What is a Pivot Table?
Using Pivot Tables to display Data Lists
Creating a Pivot Table
Modifying the structure of a Pivot Table

Further Pivot Tables

Formatting a Pivot Table
Producing Drilldown Reports
Grouping and Ungrouping Pivot Table data
Showing and Hiding data in a Pivot Table

taking **IT** further

Microsoft Excel Advanced

