

MICT SETA accredited ACC/2011/07/066 Est. October 2003

## **College Africa Group - Excel Intermediate Table of Contents**

This course covers the fundamental features of Excel as well exposing the delegate to some of the functions in Excel. This is an intense one day course which will provide the delegate with advanced Excel skills in order to perform analytical procedures in Microsoft Excel and use other related Excel functions. This course will prepare the delegate for more advanced courses. The delegate receives an electronic manual and an electronic attendance certificate.

### **Finding & Replacing Data**

#### **Absolute Cell Addressing**

#### **Using Defined/Range Names**

- How to define the range name
- Using names in formulas
- Using names to move around
- Printing named ranges
- Creating multiple range names
- Applying names
- Paste list

#### **Working With Dates**

- Entering dates (input)
- Inserting the current date
- Formatting dates
- Date arithmetic

#### **Advanced Functions**

- The PMT function
- The FV function
- The IF function
- Working with data

#### **Creating A Database**

#### **Sorting Records Within a Database**

- Single key sorts
- Multiple key sorts
- Using sort options

#### **Filtering Data**

- Using the AutoFilter
- Using more than one filter
- Creating custom filters
- Using wildcards

#### **Working With Tables**

- Creating a table
- Applying table styles
- Changing the table properties
- Table tools
- External data table options

- Applying table style options
- Sorting and filtering table data
- Formatting and converting cells to a table

#### **Creating An Array**

#### **Linking Files**

- Create and manage links to other workbooks
- Putting together a set of linked workbooks
- Editing links

#### **Hiding Columns**

- Unhiding a column

#### **Group & Outline**

#### **Freezing Columns & Rows**

- Unfreezing panes

#### **Grouping Multiple Sheets**

- Naming worksheets
- Moving a worksheet
- Copying a worksheet
- Deleting a worksheet
- Inserting a new worksheet
- Grouping sheets
- Creating multiple sheet formulas
- Moving/copying from one worksheet to another
- Hiding groups

#### **Working With Comments**

#### **Working With Templates**

#### **Protecting Your Data**

#### **Working With Chart Sheets**

- Inserting charts
- Applying text attributes
- Applying numeric formats to chart objects
- Changing series colours
- Formatting chart text
- Changing the scaling
- Applying layout details

### **Contact**

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