

Intermediate Excel 2010 outline

Course outline

- Revision of Quick Access Toolbar/use of recent files/saving as PDF
- Be comfortable with the options on the Beginners' course – revision of this if required
- Revision of use of absolute and fixed cells references
- Be able to insert and delete rows and columns
- Be able to centre across columns.
- Be able to create a chart in a number of different formats
- Be able to use the protection facility on a sheet and workbook.
- Insert, rename, move, copy sheets within and between spreadsheets.
- Be able to link sheets, so that changes in one are automatically updated in another
- Linking files. Use the Workspace feature to save linked files
- Can set up a list, do a simple and more complex sorting (including multiple levels, by colour and by icon)
- Can apply and use filters. Copy and paste filtered records
- Use basic If function . Introduction to Countif/sumif/countifs/sumifs
- Introduction to some of the text functions: **Concatenate, Upper, Right, Left, Proper.**
- **Text to Columns,Trim**
- Can send a spreadsheet internally from Excel
- Use the **Format Painter** option.
- Can use **sub-totalling.**
- Introduction to **Conditional Formatting**
- Can set the **Print Area** and use all the options from the Print menu.
- Introduction to **vlookup function**
- Introduction to **Pivot tables**