

# Microsoft Excel 2010 Intermediate

**Duration: 1 Day**

This course has been designed for users who already use Microsoft Excel and wish to explore the application further.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

## Review

- Basic formulae: +, -, \*, /
- Displaying formulas
- Autosum
- Autofill
- Creating and formatting charts
- Exporting worksheets and charts into a document

## Other

- Setting freeze panes
- Displaying formulas
- Using word wrap
- Changing text direction
- Using autosum for sub totals and grand totals
- Applying and using Auto Outline
- Inserting and deleting comments
- Sparklines

## Data Lists

- Sorting
- Filtering data
- Applying sub-totals

## Working with Worksheets

- Renaming and inserting worksheets
- Deleting, moving and copying worksheets
- Grouping worksheets
- Creating links between worksheets and performing calculations
- Performing calculations across workbooks

## Functions

- Min
- Max
- Average
- Count
- Counta
- Countblank
- Basic If
- Countif
- Sumif

## Other Formulae

- % calculations
- Absolute and relative cell referencing