

Microsoft Excel 2013 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
- Flashfill
- Creating and formatting charts
- Exporting worksheets and charts into a document

Other

- Quick Analysis
- 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
- Watch Window

Other Formulae

- % calculations
- Absolute and relative cell referencing