

ICT Short Course Intermediate Excel



Aims:

For participants to learn how to enhance their use of spreadsheets in Excel through the use of functions, formulae and charts

For participants to learn how to enter data in Excel more quickly using a variety of Excel software tools

For participants to learn how to manipulate spreadsheets in Excel to present selected data using the Excel software tools

Objectives:

- Participants shall be able enter data quickly into a single spreadsheet and multiple spreadsheets using a variety of Excel Tools: Auto-fill, Custom Lists, Linked Data, Linked Sheets
- Participants shall be able to protect cells in a workbook
- Participants shall be able to set up a spreadsheet with more basic formulae: AVERAGE, COUNT, COUNTA, COUNTIF, ROUND, CONCATENATE, MINIMUM and MAXIMUM and more complex formulae: IF, LOOKUP
- Participants shall be able to use both Absolute and Relative cell referencing in spreadsheet formulae
- Participants shall be able to use Excel LOOKUP tables in order to build a single formula to produce multiple results which operate on a group of arguments arranged in columns or rows
- Participants shall be able to present specific Data using Excel tools: Sorting and Filtering and Excel Charts

Designed for:

Excel users with an existing basic knowledge of spreadsheets

Key points:

- Entering data and more simple formulae quickly on single and linked worksheets
- Sorting and Filtering
- Absolute and Relative Cell addressing
- IF Function
- Use of LOOKUP tables
- Further use of Charts