

# MICROSOFT EXCEL 2019/365 INTERMEDIATE

Course Code: XL19L2 | Duration: 1 Day



## COURSE AIMS:

This Microsoft Excel Intermediate course is aimed at people who want to expand their knowledge of Microsoft Excel to work with larger spreadsheets, create formulas across multiple worksheets and workbooks, manage tables of data, and use advanced formatting techniques.

## COURSE PRE-REQUISITES:

Students who wish to attend this course must have knowledge of Excel and feel comfortable with creating, formatting, and editing spreadsheets. They should be able to write formulas using multiplication, addition, subtraction, division and use the basic functions, sum, average, max, min and count.

## COURSE OBJECTIVES:

**On completion of this course, delegates will be able to:**

- Create formulas across multiple worksheets
- Copy formats and values across multiple worksheets
- Copy and link information across multiple workbooks
- Apply conditional formatting and creating custom format
- Manipulate text and use text functions
- Understand the concepts an Excel database and create and modify data tables
- Use criteria ranges to analyse data using the advanced filter
- Create sub totals and group and ungroup data

## COURSE CONTENT:

### Introduction and Objectives

- Working with multiple worksheets
- Selecting multiple worksheets
- Creating formulas across worksheets
- Using grouped worksheets
- Referencing cells across sheets
- Hyperlinking between sheets
- Consolidating worksheets

### Using Multiple Workbooks

- Opening, activating and tiling workbooks
- Copying data between workbooks
- Creating formulas across workbooks

### Manipulating Text

- Use text to columns to split a single column of data into multiple columns
- Using text functions (Upper, Lower, Proper, Trim, Left, Right and Concatenate)
- Removing duplicates

### Working with Excel Data Tables

- Rules for creating tables and lists in Excel
- Creating an Excel table
- Adding automatic totals to an Excel table
- Converting an Excel table back to a range
- Using the 'Quick Analysis button' to add totals to a table

- Editing workbook links

#### **Using Paste Special Flash Fill**

- Working with paste special
- Copying values and formulas between worksheets
- Creating data sequences using 'Flash Fill'

#### **Custom Views**

- Creating, displaying and deleting custom views

#### **Using Conditional and Custom Formatting**

- Applying a comparative conditional formatting rule
- Managing conditional formatting rules (editing, formatting and clearing)
- Applying built-in data bars, colour scales and icons sets to numeric data
- Creating codes to format numbers and dates

#### **Working with Advanced Filters**

- Creating a criteria range
- Using the advanced filter

#### **Creating Subtotals in a List**

- Creating subtotals for groups of data
- Creating multiple subtotals
- Copying visible data to a new worksheet
- Removing subtotals

#### **Working with Outlines**

- Applying, expanding and collapsing an outline
- Modifying and clearing outline
- Using auto outline

#### **Action Planning**

#### **Review of Programme**

For more information  
Call: **0800 101 7101**  
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