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# Microsoft Excel Intermediate

**Duration: 1 Day**

## Overview:

Even those who are excited about incorporating new technology into their daily tasks may wonder what Microsoft Excel training could possibly do for them. However, the tricks and tools taught in Aspect's Excel Intermediate course reveal capabilities about Excel that most people never imagined. The greatest thing about learning the ins and outs of this powerful program on Aspect's Excel Intermediate course is that you don't have to know a thing about programming languages or techno-speak to be able to create highly interactive spreadsheet that update automatically with the latest information.

Aspect's Excel Intermediate course is designed for those users who wish to step up their current knowledge of Excel to take advantage of the more complex features. This course will show you how to create, edit and format large or multiple spreadsheets. Delegates will also be able to perform calculations and functions within a workbook, manipulate data lists which will enable the user to maintain and present data in a professional environment.

## Prerequisites:

A basic knowledge of using a Windows is an essential prerequisite for this programme. Some experience in working with Excel is also required. In particular, you should be able to:

- Start, and exit from Excel
- Open, save and close a workbook; create and print a worksheet
- Perform basic worksheet editing operations, such as copying and moving cell entries, clearing cells, and inserting rows and columns
- Perform basic worksheet formatting operations, such as adjusting column width and row height, realigning cell entries and changing the font and number format of cell entries
- Use basic Excel functions, such as SUM, AVERAGE, MAX and MIN

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## Course Topics:

### Using financial functions

Using the PMT and FV functions  
Setting up a financial analysis table

### Using logical functions

Using the IF and nesting IF functions

### Using date/time functions

Using the DATE and NOW functions

### Using lookup functions

Using the VLOOKUP and HLOOKUP functions

### Linking worksheets within a workbook

Setting up related worksheets within a workbook  
Moving the cell pointer from one worksheet to another  
Copying data from one worksheet to another; editing the data  
Entering a formula to link related worksheets  
Formatting multiple worksheets in one operation  
Moving and copying worksheets  
Previewing and printing multiple worksheets in one operation

### Linking multiple workbooks

Entering a formula to link multiple workbooks  
Creating a workspace

### Using Excel Internet features

Accessing the internet from Excel  
Linking an Excel workbook to a web page, saving Excel data as a web page

### Additional data entry and formatting techniques

Restricting cell entries to specific numbers, dates, times or entries in a list  
Applying number formats to cell entries  
Creating a custom number format

Applying conditional formatting to a worksheet

### Working with a template

Creating a template; modifying the default template style  
Basing a new workbook on a custom template

### Auditing a worksheet

Tracing precedents, dependents and errors in a worksheet

### Working with a database

What is a database?  
Totalling database entries, filtering and sorting database records  
Specifying a criteria range in a filter operation  
Using a data form to enter database records  
Querying an external database

### Analysing data (Part 1)

Creating a pivot table report  
Resetting a summary function in a pivot table report  
Creating a pivot chart report, creating a pivot table report for the internet

### Analysing data (Part 2)

Using the solver, outlining a worksheet  
Additional data analysis topics

### Importing and exporting data

Importing a text file into Excel  
Importing an HTML file into Excel  
Exporting Excel data into other applications

### Using Excel workgroup features

Tracking changes and inserting comments in a worksheet  
Accepting and rejecting proposed changes/reviewing comments



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Protecting a shared or unshared  
workbook  
Additional workgroup topics