Microsoft Excel Intermediate Course
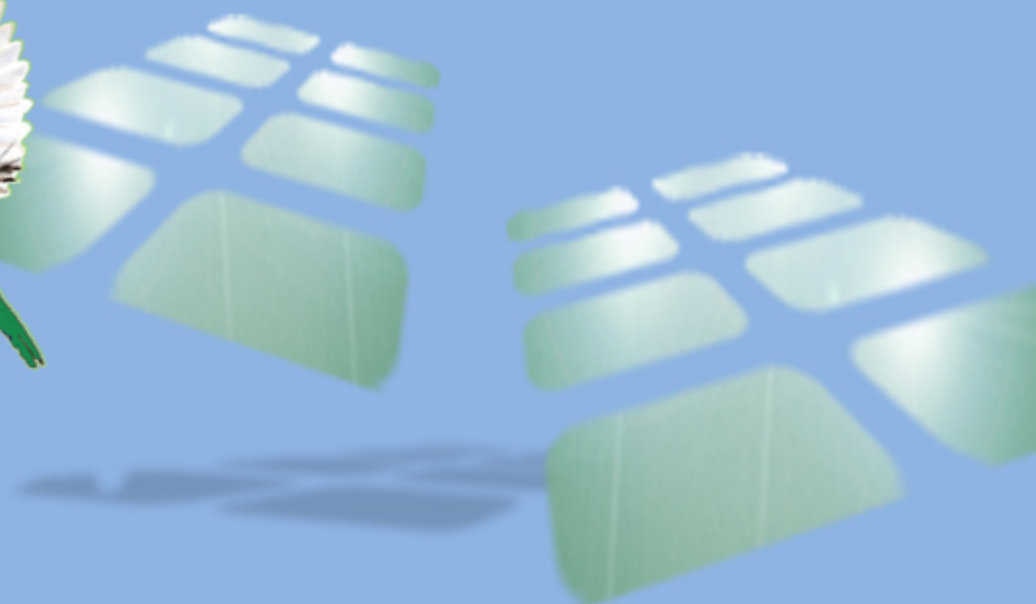
Your learning needs are at the heart of what we do.

Microsoft Excel Intermediate Course Topics & Outline: Two Day Course

With our intermediate Excel course you can either opt for a comprehensive two days or choose a tailored one-day course focussing just on those subjects that you need the most.

We specialise in delivering flexible training programmes and the actual course content, topics and syllabus taught may vary depending upon your learning requirements.

Day One

Module 1: Creating Custom Number and Date Formats

1. Applying Conditional Formatting
2. Using Paste Special
3. Naming Cells and Cell Ranges
4. Defining Named Cell Ranges
5. Editing and Deleting Named Ranges
6. Using Named Ranges in your Formulas

Module 2: Working with Excel Worksheets

7. Inserting and Deleting Excel Worksheets
8. Renaming Excel Worksheets
9. Moving and Copying Excel Worksheets
10. Using Grouped Excel Worksheets

Module 3: Linking and Consolidating your Data

11. Linking Cells and Formulas between Sheets and Workbooks
12. Consolidating Multi-Worksheet Excel Data

Module 4: Working with Formulas and Functions

13. Absolute Cell Referencing
14. Statistical Functions (including Max/Min/Average/Count Functions)
15. Date and Time Functions
16. Introduction to Logical (IF) Functions

Module 5: Introduction to Database Features

17. Setting out a Database List
18. Using the Data Form
19. Sorting Data
20. Filter Data Using AutoFilter
21. Using Find and Replace

Module 6: Introduction to Charting and Drawing

22. Creating Charts using the Excel Chart Wizard
23. Editing and Formatting Excel Charts
24. Printing Excel Charts
25. Using the Drawing Toolbar

Module 1: Working with IF() and VLOOKUP()

1. What is the IF() Function in Excel?
2. Multiple IFs - The Lookup Functions
3. Working with multiple Column lookups in VLOOKUP()
4. Using the Lookup Wizard
5. Finishing the Lookup Wizard
6. Rounding up or down for Calculations

Module 2: Understanding Cell References

7. Using Absolute Cell Referencing
8. Using Mixed Cell References

Module 3: Working with Ranges

9. Applying names to Ranges of Cells
10. Using Range Labels
11. Creating Range Names
12. Creating Multiple Names
13. Using Range Names
14. Movement and Selection
15. Defining Names for your Formulas
16. Applying Names
17. Deleting Range Names

Module 4: Working with Spreadsheet Security and Data Integrity

18. Protecting your Excel Worksheets
19. Validating data by applying input restrictions

20. Creating Input Error Messages
21. Specifying the Error Alert
22. Protecting Cells
23. Locking the Excel Worksheet
24. Unprotecting the Excel Worksheet:
25. Protecting the Excel Workbook
26. Hiding Areas of the Worksheet

Module 5: Advanced Spreadsheet Navigation

27. Controlling the Screen
28. Clearing Windows
29. Working with Multiple Windows
30. Freezing Row/Column Titles
31. Using the Zooming feature
32. Creating Custom Views
33. Showing Views
34. Deleting Views
35. Full Screen View

Excel Intermediate Course Feedback

"Just wanted to drop you an email to say thank you for arranging the Excel training - really good and we have had some great feedback from the employees that took part. Wish we had found you guys sooner!"
Microsoft Excel intermediate course virtual classroom

"Very informative course. Amazed at how much about Excel I didn't know. Def recommend to others."
Microsoft Excel intermediate course Newcastle

"Very thorough and it was a pleasure to be taught new skills with her knowledge."
Microsoft Excel intermediate course virtual classroom

"Fantastic and very knowledgeable, was helpful when we were not sure about something and she made Excel feel less scary and more user friendly."
Microsoft Excel intermediate course Sheffield

"It was the best excel course I have been on. The trainer was excellent."
Microsoft Excel intermediate course Stoke-on-Trent

"Great teacher!"
*Microsoft Excel intermediate course Canterbury*

"Very happy to learn so much."
Microsoft Excel intermediate course Oxfordshire

"Thank you for organising the various Office courses. They have been universally applauded by all our delegates – both content and trainer."
Microsoft Excel beginners, intermediate and Power Query courses Coventry and virtual classroom

Scan the QR code for more course information:
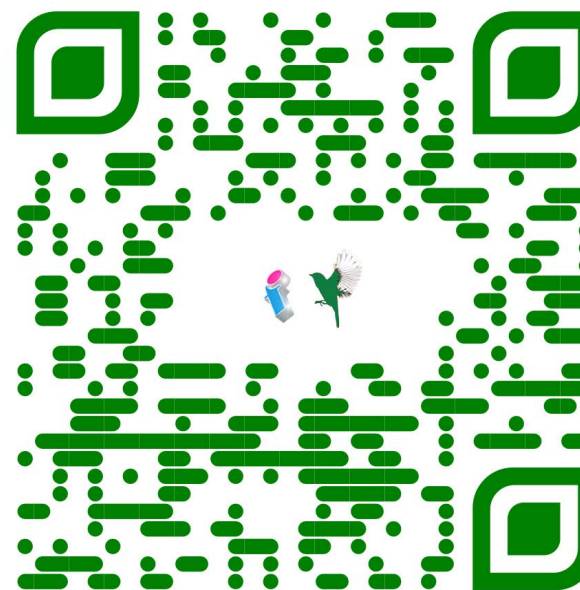
FourSquare Innovations Ltd | info@foursquaretraining.co.uk| 0844 493 3699