

MICROSOFT EXCEL INTERMEDIATE (LEVEL 2)

Microsoft Excel Intermediate is a one day course. **Prerequisite:** Microsoft Excel Introduction.

LESSON 1:

Insert Formula And Functions Into A Spreadsheet

Formula

Calculating Percentages

Editing Formula

Copying Formula

Absolute Value

Functions

Sum

Autosum Tool

Average

Minimum

Maximum

Count

Date Functions

Common Errors

Formative Assessment 1

LESSON 2:

Working With Multiple Worksheets In A Microsoft Excel Workbook

Working With Multiple Worksheets

Inserting A Worksheet In A Workbook

Deleting A Worksheet In A Workbook

Copy Worksheets

Move Worksheets

Renaming A Worksheet

Moving Between Worksheets

Group Sheets

Ungroup Sheets

Working With Groups

Colour Tabs

LINKING

Linking Cells Across Sheets

Linking Using =

Linking Using Copy, Paste Special, Link

Calculating Across Worksheets

Formula Across Worksheets

Calculating Ranges Across Worksheets

Notes About Linking

Formative Assessment 2

LESSON 3:	
Create And Edit A Chart	
Charts In Excel	
Creating Charts	
Move A Chart	
Resize A Chart	
Chart Sheets And Embedded Charts	
Chart Type	
Types Of Charts	
Editing A Chart	
Change The Source Data	
Chart Layout	
Change The Order Of The Series	
Add Chart Titles	
Add Axis Titles	
Gridlines	
Legends	
Data Labels	
Data Table	
Chart Styles	
Change The Colour/Pattern Of A Series	
Formatting Parts Of A Chart	
Changing An Axis Scale	
Change The Value Axis (Usually The Y Axis)	
Formatting Titles	
Formatting Chart Background	
Adding Text	
Adding Objects	
Print A Chart	
Copy, Paste And Link	
Formative Assessment 3	
LESSON 4:	
Insert And Edit Objects	
Graphics	
Inserting Clip Art	
Insert A Picture From File	
Adding Text	
Adding Objects	
Working With Graphics	
Formative Assessment 4	
LESSON 5:	
Additional Copy Options And Custom Lists	
Additional Copy Features	
Copying And Pasting Multiple Selections	

Fill Series	
Custom Lists	
LESSON 6:	
Working With Lists /Records	
Working With List (Records)	
Creating A List Of Records	
Sort Records	
Filtering Information	
Manipulating Data	
Transpose	
Text To Columns	
Text To Value	
Value To Text	
Remove Duplicate	
Concatenate	
Left	
Right	
Mid	
Subtotals And Grandtotal	
Views	
Zoom	
Freeze Titles	
Clear Titles	
Splitting Windows	
Printing	
Page Setup	
Set Print Areas And Print Titles	
Headers And Footers	
Formative Assessment 6:	