

Course Name

Microsoft Excel Intermediate

Course Duration

One Day

Course Objectives

To improve the users knowledge of Microsoft Excel and develop the basic spreadsheet skills that trainees have already acquired. The course is 100% hands-on, with exercises to help the trainees practice the new skills they learn.

Course Content

- **Excel Functions**
 - Using the SUM, MAX, MIN, COUNT and AVERAGE functions
 - Understanding Absolute and Relative cell references
- **Excel Charts/Graphs**
 - Creating a Chart
 - Formatting a Chart
- **Controlling the Screen**
 - Freezing column and row titles
 - Using the Zoom feature
 - Using the Split Screen feature
 - Use Excel Internet Features
- **Screenshot**
 - Use the Screenshot and Screen Clipping features (2010+)
- **Use Excel Internet Features**
 - Viewing a worksheet in a browser
 - Creating a hyperlink to a web site or other document
- **Naming Ranges in a Worksheet**
 - Naming Ranges
 - Move to a Named Range
 - Use Named Ranges in formulae
 - Print a Named Range
- **Excel Databases**
 - Use an Excel list as a Database
 - Setting up a new Database
 - Sorting records in a Database
 - Filtering records in a Database

Prerequisites

Microsoft Excel Introduction , or equivalent level of knowledge.

Interested in this course?

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