

Refine-IT

Course Outline - Intermediate for Excel 2002

Overview and Goals - to be able to understand the concepts of spreadsheets and the functions and facilities available within Excel.

Objectives – to create and manipulate multiple worksheets - including performing calculations, to filter data, create and name ranges within worksheets, understand absolute and relative cell addressing, and protect worksheets. To be able to create styles for easy formatting of worksheets, create templates, generate charts, and generate and maintain worksheet and workbook links

Who Should Attend - users with experience of the basic features of Excel

Working with Multiple Worksheets

- Formatting across worksheets
- Creating, deleting and naming worksheets
- Performing calculations across worksheets

Data Manipulation

- Adding a comment to a cell
- Absolute cell referencing
- Using conditional formatting
- Filtering
- Protecting cells
- Validating data
- Locating cells quickly
- Naming ranges
- Pivot tables

Timesavers

- Creating templates
- Creating forms
- Creating styles
- Using named ranges
- Consolidating data

Charts

- Creating a column chart
- Changing chart colours
- Adding new chart data
- Manipulating legends/gridlines
- Displaying values
- Chart trend lines
- Pie charts

Links

- Creating links within Excel
- Creating links to Word or Excel
- Updating links

If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk



Many more courses are available including MS Word, PowerPoint, Internet, Access, Project, Outlook and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint

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