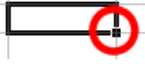


Microsoft Excel (Intermediate)

Training Course Outline

Overview	To cover features in Excel that many intermediate users may be unaware of. The session will be delivered using a real-life example for each feature.
Target Audience:	People who are unfamiliar with the terms or functionality of the features contained in the Features list (below)
Pre-requisite Knowledge:	Basic familiarity with Excel i.e. How to create basic SUM formula Familiarity with the Fill Handle () may be advantageous but not essential (will be covered in detail in the session)
Duration (hrs):	60-90 minutes
Additional Notes	Following the session, each attendee will be given an electronic copy of the file used within the session. This file will contain all the formulas and functions demonstrated, with notes on how each one is used.



Features Covered:

- **AutoFill**
 - Quickly populating data using the fill handle tool
- **Custom Lists**
 - Populating with custom data using lists
- **Paste Special**
 - **Paste Transpose**
 - How to get columns of data to appear as rows and vice versa
 - **Paste Values**
 - How to paste the results of formulas without the actual formulas
 - **Paste Formatting**
 - Quickly copying the formatting of a cell to multiple destination cells
- **Text To Column tool**
 - Accessing data from badly prepared lists
- **Sorting**
 - Rearranging data quickly
- **Common Formula Functions**
 - **COUNT, COUNTA, COUNTBLANK, COUNTIF, SUM, MAX, MIN, AVERAGE, IF**
- **AutoFilter, COUNT and SUBTOTAL**
 - Review very large amounts of data quickly and easily to find specific values/problems, and to keep running totals
- **Conditional Formatting**
 - Automatically format a cell based upon its value
- **Auditing Toolbar**
 - Visually see how formulas are placed across the spreadsheet, and how they interact – for problem solving
- **Absolute Referencing**
 - Stop Excel messing up your formulas when you use the fill handle to copy them across the spreadsheet
- **Concatenation and LEFT**
 - Join the values of cells together to create more meaningful values
- **Customising the toolbars**
 - Create your own combinations of shortcut buttons in the toolbar area
- **DSUM**
 - Perform fast totals based on specific columns