



---

## Microsoft Excel Intermediate

- Aim:** To enable proficient users of Excel to enhance their skills to the next level. This course provides participants with extra knowledge of the many sophisticated features available to manipulate numbers, work with workbooks and enhance charts.
- Pre-requisite:** *Windows Introduction* and *Excel Introduction*, or equivalent knowledge
- Duration:** **One day – Six hours in duration**
- 

### Course Content

#### **Working with large worksheets**

- Viewing options
- Hiding/displaying data
- Printing large worksheets

#### **Multiple worksheets and workbooks**

- Using multiple worksheets
- Linking worksheets using 3-D formulas
- Consolidating data
- Linking workbooks
- Managing workbooks

#### **Customizing Excel**

- Changing options
- Customizing toolbars and menus

#### **Advanced charting**

- Formatting chart options
- Creating combination charts
- Adding graphic elements

#### **Advanced formatting**

- Borders and shading
- Special number formats
- Dates
- Styles
- Other advanced formatting

#### **List management**

- Working with lists
- Sorting and filtering lists
- Advanced filtering

#### **Documenting and auditing**

- Comments and text boxes
- Auditing features
- Protection
- Workgroup collaboration

#### **Using templates**

- Built-in templates
- Creating and managing templates

#### **Appendix B: Additional functions**

- IF, PMT, and FV

---

#### **QuaySkills**

Ground Floor, 1 Birch Street, PO Box 515, Dunedin

Phone: 03 474 9943

email: [kevin.mcrae@quayskills.co.nz](mailto:kevin.mcrae@quayskills.co.nz)

[www.quayskills.co.nz](http://www.quayskills.co.nz)