



MOUSELITERATE

Excel Intermediate Course Outline

A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required. Candidates should be familiar with the topics covered on the introduction sessions.

Session One

Adding Charts to a Workbook

- Create a chart
- Move and size worksheet charts
- Change the chart type
- Format chart elements
- Change the source data for a chart
- Preview and print charts
- Sparklines

Excel Tables

- Create an Excel table
- Table styles
- Edit an Excel Table
- Use AutoFilter with tables
- Perform sorts
- Add Totals to an Excel Table

Navigating Worksheets and Workbooks

- Open more than one workbook
- Switch between open workbooks
- Divide a worksheet into panes
- Switch between panes in a worksheet
- Freeze and unfreeze worksheet panes
- Copy data from one workbook to another

Excel Productivity Tools

- Protect the worksheet or parts of the worksheet
- Hide and unhide rows and columns

Session Two

Using More Advanced Formulae

- Linking several worksheets using formulae
- Relative and absolute cell references
- Use **date and time** functions:
TODAY, DAY, MONTH, YEAR
- Use **lookup** functions:
XLOOKUP, VLOOKUP
- Use **text** functions:
PROPER, LOWER, TRIM, CONCAT
- Use **logical** functions:
IF
- Use **statistical** functions:
COUNTBLANK, COUNTIF, AVERAGEIF
- Use **mathematical** functions:
SUMIF, ROUND, SUBTOTAL

Data Validation and Auditing Worksheets

- Create drop down lists
- Restrict data entry to set criteria
- Create input and error messages
- Watch and evaluate formulas
- Trace cells
- Troubleshoot invalid date and errors in formulas

Backstage

- Recover unsaved documents
- Changing user options

Data Tools

- Removing duplicates
- Split text into multiple columns
- Flash Fill
- Group and subtotal data using the outlining tools

