



## Rock Solid Training Course Profile

# Microsoft Excel Intermediate

One Day Course

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### Who is this training course suitable for?

Our Microsoft Excel Intermediate course is suitable for those with a basic working knowledge of Excel.

### Prerequisites

A working knowledge of Excel or our Excel Introduction course.

### Benefits

This course is designed for those users who wish to step up their current knowledge of Excel to take advantage of the more complex features. To be able to create, edit and format large or multiple spreadsheets. Delegates will also be able to perform calculations and functions within a workbook, manipulate data lists and create custom charts which will enable the user to maintain and present data in a professional environment.

### Course Syllabus

#### Working with Large Worksheets

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

#### Functions

- Date function
- Time function
- Round function
- IF function

#### Integer function Working with Multiple Worksheets and Workbooks

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

#### List Management

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

#### Data Validation and Protection

- Protecting ranges and files
- Data Validation

#### Using Templates

- Built-in templates
- Creating and managing templates

#### Customising Excel

- Changing options
- Customising toolbars and menus

#### Advanced Charting

- Chart formatting options
- Creating combination charts
- Using graphic elements
- Advanced Formatting
- Borders and shading

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