



Microsoft Excel

Level 2 - Intermediate

INFOCUS COURSEWARE

Fill Techniques

- Creating A Custom Fill List
- Modifying A Custom Fill List
- Deleting A Custom Fill List
- Extracting With Flash Fill
- More Complex Flash Fill Extractions
- Extracting Dates And Numbers

Worksheet Techniques

- Inserting And Deleting Worksheets
- Copying A Worksheet
- Renaming A Worksheet
- Moving A Worksheet
- Hiding A Worksheet
- Unhiding A Worksheet
- Copying A Sheet To Another Workbook
- Moving A Sheet To Another Workbook
- Changing Worksheet Tab Colours
- Grouping Worksheets
- Hiding Rows And Columns
- Unhiding Rows And Columns
- Freezing Rows And Columns
- Splitting Windows

Page Setup

- Strategies For Printing Worksheets
- Understanding Page Layout
- Using Built-In Margins
- Setting Custom Margins
- Changing Margins By Dragging
- Centring On A Page
- Changing Orientation
- Specifying The Paper Size
- Setting The Print Area
- Clearing The Print Area
- Inserting Page Breaks
- Using Page Break Preview
- Removing Page Breaks
- Setting A Background
- Clearing The Background
- Settings Rows As Repeating Print Titles
- Clearing Print Titles
- Printing Gridlines
- Printing Headings
- Scaling To A Percentage

Fit To A Specific Number Of Pages

Applying Borders

- Understanding Borders
- Applying A Border To A Cell
- Applying A Border To A Range
- Applying A Bottom Border
- Applying Top And Bottom Borders
- Removing Borders
- The More Borders Command
- Using The More Borders Command
- Drawing Borders
- Drawing A Border Grid
- Erasing Borders
- Formatting The Drawing Pencil

Essential Functions

- Key Worksheet Functions
- Using IF With Text
- Using IF With Numbers
- Nesting IF Functions
- The CHOOSE Function
- LOOKUP FunctionS (VLOOKUP & HLOOKUP)
- Counting Functions (COUNT & COUNTA)
- ROUNDING Functions
- ROUNDUP & ROUNDDOWN
- Manipulative Functions (INT, TRUNC, ABS & SIGN)
- The MOD Function
- The TODAY Function
- The NOW Function
- The DATE Function
- The PMT Function

Complex Formulas

- Scoping A Formula
- Long-Hand Formulas
- Preparing For Complex Formulas
- Creating The Base Formula (VLOOKUP using Formula Ribbon)
- Adding More Operations (Nested IF)
- Editing A Complex Formula (Nested IF)
- Adding More Complexity (Extending the formula)
- Copying Nested Functions
- Switching To Manual Recalculation

Pasting Values From Formulas
Documenting Formulas

Financial Functions

- Understanding Financial Functions
- Using PMT
- Using FV
- Using NPV
- Using PV
- Using RATE
- Using EFFECT
- Using NOMINAL

Date and Time Functions

- Understanding Date And Time Functions
- Using NOW
- Using HOUR And MINUTE
- Using TODAY
- Calculating Future Dates
- Using DATE
- Using Calendar Functions
- Using WEEKDAY
- Using WEEKNUM
- Using WORKDAY
- Using EOMONTH

Defined Names

- Understanding Defined Names
- Defining Names From Worksheet Labels
- Using Names In Typed Formulas
- Applying Names To Existing Formulas
- Creating Names Using The Name Box
- Using Names To Select Ranges
- Pasting Defined Names Into Formulas
- Defining Names For Constant Values
- Creating Names From A Selection
- Scoping Names To A Worksheet
- Using The Name Manager
- Documenting Defined Names

Number Formatting Techniques

- Applying Alternate Currencies
- Applying Alternate Date Formats
- Formatting Clock Time
- Formatting Calculated Time
- Understanding Number Formatting

Product Information



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- Understanding Format Codes
- Creating Descriptive Custom Formats
- Custom Formatting Large Numbers
- Custom Formatting For Fractions
- Padding Numbers Using Custom Formatting
- Aligning Numbers Using Custom Formats
- Customising The Display Of Negative Values

Conditional Formatting

- Understanding Conditional Formatting
- Formatting Cells Containing Values
- Clearing Conditional Formatting
- More Cell Formatting Options
- Top Ten Items
- More Top And Bottom Formatting Options
- Working With Data Bars
- Working With Colour Scales
- Working With Icon Sets
- Understanding Sparklines
- Creating Sparklines
- Editing Sparklines

Goal Seeking

- Understanding Goal Seeking
- Using Goal Seek

The Quick Analysis Tools

- Understanding Quick Analysis
- Quick Formatting
- Quick Charting
- Quick Totals
- Quick Sparklines
- Quick Tables

Worksheet Tables

- Understanding Tables
- Creating A Table From Scratch
- Working With Table Styles
- Inserting Table Columns
- Removing Table Columns
- Converting A Table To A Range
- Creating A Table From Data
- Inserting Or Deleting Table Records
- Removing Duplicates

- Sorting Tables
- Filtering Tables
- Renaming A Table
- Splitting A Table
- Deleting A Table

Pivot Tables

- Understanding PivotTables
- Recommended Pivot Tables
- Creating Your Own PivotTable
- Defining The PivotTable Structure
- Filtering A PivotTable
- Clearing A Report Filter
- Switching PivotTable Fields
- Formatting A PivotTable
- Understanding Slicers
- Creating Slicers
- Inserting A Timeline Filter

Chart Elements

- Understanding Chart Elements
- Adding A Chart Title
- Adding Axes Titles
- Repositioning The Legend
- Showing Data Labels
- Showing Gridlines
- Formatting The Chart Area
- Adding A Trendline
- Adding Error Bars
- Adding A Data Table

Chart Object Formatting

- Understanding Chart Formatting
- Selecting Chart Objects
- Using Shape Styles
- Changing Column Colour Schemes
- Changing The Colour Of A Series
- Changing Line Chart Colours
- Using Shape Effects
- Colouring The Chart Background
- Understanding The Format Pane
- Using The Format Pane
- Exploding Pie Slices
- Changing Individual Bar Colours
- Formatting Text
- Formatting With WordArt
- Changing WordArt Fill
- Changing WordArt Effects

Product Information