



Course Outline

MS Excel – Intermediate Level

Course ID: EXCE1002	Course: MS Excel – Intermediate Level
Duration: 7 Hours	No. of Delegates: max 8
Course Format: Presentations, Demonstrations and Practical workshop	

Delegates' Pre-Requisite Knowledge/Skills

Delegates have a fundamental knowledge of Excel and the Windows environment.

Learning Outcomes/Objective

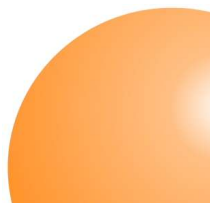
At the end of the course delegates will be able to:

- Represent information in a clear, formatted style
- Create formulas, Sum totals, use the Autosum tool
- Use IF to detect division by zero and unnecessary calculations
- Create and manipulate data on multiple worksheets
- Use formulas across multiple worksheets
- Sort and Filter the display of data
- Hide Rows and Columns
- Format a spreadsheet for clear printing
- Create Headers and Footers for printing

Course Outline

- A Brief History of Spreadsheets
- Terminology and Fundamental concepts
- Data Types – How Excel Stores and Presents Data
- Formatting
 - Fonts and text styles
 - Patterns and Colours
 - Text Alignment and Wrap Text
 - Column Width/Row Height
- Advanced Formatting
 - Borders and Merge Cells
 - The Format Paintbrush
 - Inserting Rows and Columns

contd.





Course Outline Contd.

- Formulas
 - Operator Precedence
 - SUM & AutoSUM
 - Entering, Editing and copying Formulas
 - Relative & Absolute Addressing
 - Rounding & Truncation
 - Error Messages and possible pitfalls
 - Using IF to avoid Division-by-zero errors
- Multiple Worksheets
 - Creating, copying and naming
 - Using Formulas across worksheets
- Handling large spreadsheets
 - Sorting & Filtering Data
 - Hiding Rows and Columns
 - Split window/Freeze Panes to maintain headings
- Printing
 - Print Preview
 - Page Setup and Margins
 - Page break preview
 - Headers and Footers
 - Repeating headings across pages

