

## Excel - Intermediate

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Course Duration 3 hours

### Aim

Building spreadsheet skills, including the use of charts and functions

### Prerequisites

Completed Excel Introduction Course or equivalent experience

### Topics

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|-------------------------------|--|
| Creating Formulas             | ▼ Review   |
| Understanding References      | ▼ Referring to other sheets in a Workbook        |
|                               | ▼ 3-D References                                 |
| Linking                       | ▼ Cells, Sheets and Workbooks                    |
| Range Names                   | ▼ Inserting, GoTo, In formulas                   |
| Goal Seek                     |  |
| Function Wizard               | ▼ If Statements, PMT, Average, etc               |
| Workbook Windows              | ▼ To view different sheets in the same workbook  |
|                               | ▼ Viewing Multiple Workbooks                     |
|                               | ▼ Splitting Worksheets and Freezing Titles       |
| Group Edit                    |  |
| Paste Special                 | ▼ Conditional Formatting, using Styles           |
| Outlining a Worksheet         |  |
| Creating Charts               | ▼ ChartWizard                                    |
|                               | ▼ Chart Toolbar                                  |
|                               | ▼ Activating Chart                               |
|                               | ▼ Changing the Chart Type                        |
|                               | ▼ Restricting Access                             |
| Protecting Workbooks & Sheets |  |
|                               | ▼ Requiring a Password When a Workbook is Opened |
|                               | ▼ Requiring a Password When a Workbook is Saved  |
|                               | ▼ Removing Passwords                             |

