

*This course is designed to build on the topics learnt in the Excel Essentials course to enhance basic spreadsheet skills and enable the creation of more complex spreadsheets.*

## Pre-Requisites

It is recommended that students have basic experience with Microsoft Windows and have attended an Excel Essentials course or have the equivalent skills.

## Duration

2 Days

## Cost

\$550 + GST per person

(Includes training manual, certificate, lunch, morning and afternoon tea.)

## Contact Details

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## Course Content

### Revision

- AutoFill
- Writing Formulae
- Using Functions

### Auditing

- Auditing
- Displaying the formula auditing toolbar
- Tracing precedent cells
- Removing tracing arrows
- Tracing dependent cells
- Checking errors
- Watch Window

### Cell Referencing

- Cell Referencing Overview
- Changing to an Absolute Cell Reference
- Changing to a Mixed Cell Reference

### Excel Tools

- Cell Comments
- Conditional Formatting
- Paste Options
- Excel Options

### Charts

- Charts Overview
- Chart Types
- Creating a chart
- Modifying Charts
- Formatting a Chart Component
- Deleting a chart

### Range Names

- Range Names Overview
- Defining Named Ranges
- Deleting a Named Range
- Creating Names Based on Headings
- Using a Range Name in a Formula or Function

### Using IF's & VLOOKUP's

- Creating IF Functions
- Creating VLOOKUPS

### 3-D Workbooks

- Navigating Worksheets
- Naming Worksheets
- Inserting/Deleting Worksheets
- Moving/Copying Worksheets
- Grouping Worksheets
- 3-D Functions

### Linking

- Linking a cell between worksheets
- Linking a cell between workbooks
- Modifying link settings

### Larger Worksheets

- Larger Worksheets
- Freezing Panes
- Splitting Windows
- Setting Print Titles

### Database Functionality

- Database Functionality
- Sorting data
- Filtering a list with AutoFilter
- Subtotalling a list
- Validation

### Protection

- Protection
- Protecting a worksheet
- Protecting a workbook
- Password-Protecting a workbook

### Templates

- Templates
- Creating a template
- Creating a new file based on a template
- Inserting a new worksheet based on a template