



Education and Support for SharePoint, Office 365 and Azure  
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## COURSE OUTLINE

# MICROSOFT EXCEL INTERMEDIATE

Course Duration: 1 Day

## Overview

The Microsoft Excel intermediate course is designed for delegates who want to expand their knowledge. The intermediate course will advance your skill set by learning to work with conditional formatting, logical functions, advanced charts, creating formulas/links between multiple worksheets/files, understanding Filters, PivotTables, Slicers and Timelines.

## Audience

It is essential that the delegate has successfully completed the Excel Introduction course or has gained similar knowledge within work environment.

## Prerequisites

Delegates who attend this training should have a knowledge of creating/formatting simple spreadsheets, basic formulas and functions e.g. AutoSum, Average, Count, be familiar with basic charts, using Autofill along rows or columns and working with Absolute and Relative Cell References (e.g. \$C\$5) in calculations. Delegate has attended the Excel introduction course or gained similar knowledge within work environment.

# Objectives

After attending the training, you will be able to:

- Use Conditional formatting
- Create 2d/3d charts and Series charts
- Working with multiple worksheets and files
- Use Formulas and Functions
- Using Styles
- Naming
- List Management
- Create Pivot Tables
- Protect worksheets & Workbooks
- Collaborate with others
- Using additional effect and Smart objects

# The course will cover the following content

## Introduction Recap

- Excel Tips
- Recap calculations and absolute and relative referencing
- Basic functions
- Charts
- Worksheets

## Conditional Formatting

- Using conditional formatting – Data bars, Icons, and scales
- Creating custom conditional formats
- Modify conditional formatting
- Delete conditional formatting
- Using conditional formatting formulas

## Charts

- Formatting Charts
- Adding Chart Titles X and Y axis
- Chart Elements
- Changing the Text Orientation
- Creating 2D and 3D Charts
- Adjusting the 3-D View
- Formatting charts
- Chart Elements
- Inserting data in existing chart
- Changing the Axis Scaling
- Inserting secondary Y axis
- Creating series charts
- Creating a Chart Template
- Deleting a Chart

- Creating Sparklines, format and editing.

## Worksheets management and linking

- Hide & unhide worksheet
- Hide & unhide workbook
- Grouping & ungrouping worksheets
- Working with multiple worksheets
- Linking worksheets with formulas
- Opening two files in Excel side-by-side
- Linking files with formulas

## Naming

- Naming cells
- Naming range cells
- Creating range names from headings
- Jumping to a Named Range
- Using range names in calculations
- Applying names to calculations
- Printing name ranges
- Deleting names ranges

## Using formulae & functions

- Recap relative and absolute Addressing
- Basic functions: Round, Max, min average
- Auto calculate
- Using IF and nested IF functions
- Using SumIf and CountIf
- Calculating working days
- Today & Now function

## Styles

- Creating a style
- Delete style

## List managing

- Creating data for filtering
- Sorting data
- Sorting more than one field
- Searching for records using Filters
- Clearing Filter criteria
- Creating a custom Filter
- Using filter function, Average and Sum
- Top10 filtering

## Working with Pivot Tables

- Creating Pivot table report
- Adding Pivot table report fields
- Selecting a report filter field item
- Grouping data
- Formatting data using number formats
- Functions in pivot table
- Changing field layout in pivot table
- Refreshing Pivot table
- Creating report filter pages
- Create pivot chart report
- Using Slicer function
- Using Timeline function

## Protection

- Protecting a workbook
- Unprotecting workbook windows
- Protecting worksheet
- Unprotecting a worksheet
- Protecting a range of cells
- Protecting a range of cells using passwords
- Hiding formulas in a worksheet
- Assigning a password to a file
- Opening a password-protected file
- Removing a password-protected file

## Using the graphical tools

- Drawing Shapes
- Formatting Shapes
- Drawing a Text Box
- Drawing an Arrow
- Inserting Pictures
- Insert Icons

## Excel Features

- Quick Analysis
- Analyze Data
- Workbook Statistics

## Your Learning Roadmap: What Next?

If you have completed this class or you have equivalent knowledge, we recommend looking at our course outlines for the following classes to enhance your knowledge:

### Office 365 Users

- Microsoft Word – Introduction to Advanced
- Microsoft Excel – Advanced
- Microsoft Outlook Introduction
- Microsoft PowerPoint Introduction
- Microsoft Project Introduction
- Office 365 Power User
- Rapid Upskill for Office 365
- Power Automate
- Power Apps
- Power BI

### SharePoint Power Users

- SharePoint Online Power User
- Nintex Workflow
- Nintex Forms

### SharePoint Farm Administrators

- Core Skills for Server Administrators
- Advanced Infrastructure
- Office 365 Identities and Services

### SharePoint Developers

- Developer Track

