

# MS Excel–1 day

Intermediate

## Prerequisites

**In order to successfully master Excel Intermediate, Excel Beginners must have been completed.**

**The user must be confident with at least 80% of the course material from the Beginners course.**

### **Database management**

- What is a Database?
- Parts of a Database
- Sorting a Database
- Working with Tables
- AutoFilter Command
- Using Advanced Filter
- Top 10 Filters

### **More database features**

- Freeze Headings
- View Multiple sheets in 1 Window
- Subtotals
- Data Validation
- Show Invalid Data
- Conditional Formats

### **Working with multiple sheets**

- Grouping Worksheets
- Ungrouping Worksheets
- Formatting Multiple Sheets
- Formula Linking across Sheets
- Using Range Names

### **Modify Worksheets & Data**

- Transpose Data
- Separate Data
- Set Password Protection (File)
- Set Password Protection (Cells)

### **Templates**

- Create a Template
- Using a Template

### **Internet and intranet documents**

- Creating Hyperlinks
- Saving as HTML
- Web Page Preview

### **Charts**

- Creating Charts
- The various parts of a chart
- Modifying Charts
- Sizing and Moving
- Updating
- Changing Chart Type
- 3D View
- Formatting Charts
- Selection Options
- Deleting Charts
- Add Data Labels
- Change Chart Location
- Chart Scale