



## Course Prerequisites

Before attending this course you need to be familiar with the basic functions of Excel and be able to open, navigate and print a worksheet. A basic knowledge of formulas is helpful. You should be able to generate a basic chart.

**N.B. The course content is as listed – This course DOES NOT cover Macros or Pivot Tables.**

## D.T.I. Courses

- Excel 2003 or 2007
- Word 2003 or 2007
- PowerPoint 2003 or 2007
- Access 2003 or 2007
- Project 2003 or 2007
- Outlook 2003 or 2007
- Communication in Business
- Presentation Skills
- Time Management
- Team Building
- Basic I.T. Skills
- Train The Trainer

## Microsoft Excel Intermediate Level

This course is specifically for those who already know how to input data into a spreadsheet and who are working on sheets created by others but want to know how to set up and manage their own worksheets.

The course will specifically cover the following areas:

- Understanding how formulas are created.
- Understanding the difference between “relative” and “absolute” cell references.
- Naming cells and ranges and using names in formulas
- Understanding and using dates in calculations.
- Inserting comments.
- Creating custom lists.
- Conditional Formatting.
- Sorting by more than one field.
- Advanced Excel Charts – Trendlines, Combination Charts, Pareto Charts.
- Retrieving records using autofilter, custom and advanced filters.
- Using the following Excel functions ONLY:

- IF
- Sum / Min / Max
- Average / AverageA
- Count / CountA
- Countblank
- Concatenate
- Left / Right / Mid
- Today() / Now ()
- VLookUp

*Each participant will have use of an individual computer and will receive notes and exercise files on CD at the end of the course*

### Course Details

*1 Day Course  
Start Time: 9:30am  
Finish Time: 4:30pm*

