

# Excel Intermediate

### Duration

- ½ day

### Delegates

People who use Excel regularly but who do not need to know the software in depth or take their knowledge of functions beyond the Sum function

### Prerequisites

Completion of the Excel Basic course or familiarity with its contents

### Objectives

On completion of the course delegates should be able to:

- Create multi-page spreadsheets and write formulae linking sheets
- Use the Format Painter for consistent formatting
- Use Conditional Formatting to highlight data
- Sort and filter data
- Create spreadsheet templates

### Impact

- Use spreadsheets more effectively
- Easily extract information from lists of data

### Programme

- 3D Workbooks
  - Grouping Worksheets
  - Inserting & Deleting Worksheets
  - Moving & Copying Worksheets
  - Using 3D Ranges in Formulae
- Formatting
  - Format Painter
  - Conditional Formatting
- Excel Tables
  - Creating a Table
  - Sorting Data
  - Filtering Data
- Templates
  - Creating Templates
  - Protecting Worksheet Data