

Intermediate Spreadsheet Course Outline

Delivery over two days, but can be divided up into half-day courses depending on demand for topics.

Introduction

How the course is organised

Skills covered

Spreadsheet Design

Practical implications of designing a spreadsheet and what it's to be use for.

Working with spreadsheets

Working with Formulas

Display & check formulas

Edit formulas using in-cell editing mode

Understand formula errors

Order of operators

Use relative and absolute referencing

Names

Defining a Name

Applying a name to the formula

Using names in formulas

Formatting

Split windows

Conditional formatting

Custom number formats

Paste special

Cell Comments

Display, create, edit and delete comments

Working with spreadsheets - continued

Handling worksheets

Name, colour, move and copy a sheet tab

Copy or move a sheet to a different workbook

Linking

Linking cells

Linking worksheets and workbooks

Linking to a Word document

Hyperlinks

Protection

Worksheet and cell protection

Hiding rows and columns

Hiding Formulas

Workbook protection

Hiding Worksheets and workbooks

Templates

Creating, using and editing templates

Creating reports from a database

Importing data

Sorting data

Creating reports from spreadsheets

Lists

Filtering Lists

AutoFilter, Custom Autofilter, Advanced Filtering

Extracting filtered data

Adding subtotals

Data Validation

Restricting input

Input from a named list

Pivot Tables

Understanding pivot tables

Filtering, Grouping and Sorting Pivot Tables

Pivot Charts

Advanced Charts

Formatting and modify charts

Working with two chart styles

Analysing data in spreadsheets

More functions

Date & Time, Lookup, Mathematical, Statistical, Text, Financial, Database, Nested

Data tables

One input data table

Two input data table

Interrogating spreadsheets

Scenarios

Creating, using, editing and deleting scenarios

Scenario summary report

Auditing

Tracing precedents and dependents

Tracing errors

Tracking changes

Tracking changes in a worksheet

Sharing and merging workbooks