

Course: Microsoft Excel Intermediate

Duration: One Day

Course Contents:

1: Absolute Addresses and Worksheet Protection Relative and Absolute Addresses The Different Protection Modes. Full Protection Using a Password Sheet Protection - Read Only Protection of Cells or Ranges	3: Charts The Chart Facility Chart Types The Chart Wizard. Create a Chart Modify a Chart Print a Chart
2: Worksheet Functions Worksheet Functions The Function Wizard Function Syntax Mathematical Functions Date Functions Statistical Functions Logical Functions Range Names	4: Multiple File Linking The Workbook Concept File Linking Create a Workbook Copying Data across the Workbook Entering Formulas in a Workbook Linking Sheets in a Workbook Link Files

Course Objectives: Delegates will build on basic knowledge of a spreadsheet application or the fundamentals and move on to more complex formulae and other more advanced Excel features.

Who should attend: People who need to use Excel regularly to present attractive spreadsheets and perform tasks above the introductory level

Experience Needed: Delegates should have attended the Introduction course or be familiar with creating and working on Excel spreadsheet files.

Cost: The fee for the course is fully inclusive of certificate, student manual, lunch and refreshments throughout the day.

Support: Each trainee will receive six months free telephone support after the course. This is available during office hours.