

## Microsoft Excel 2010 - Intermediate

### General Description

Analyse data using a variety of functions, apply conditional formatting, manage multiple sheet workbooks and enhance the structure and formatting of charts.

### Learning Outcomes

- Fill a series, use fill options and create a custom fill list
- Move cell contents within a worksheet, to other worksheets and to other workbooks
- Use the IF, IFERROR, AND, OR and NOT logical functions
- Develop nested functions, use concatenation and paste values from formulas
- Create custom data formats and apply a variety of built-in currency, date and time formats
- Format cells with conditional formatting options including data bars, colour scales and icon sets
- Apply quick borders to cells and use the More Borders options
- Use built-in margins, set custom margins, change orientation, set a print area and scale printouts
- Insert and delete cells, rows and columns, change worksheet views and adjust screen options
- Copy worksheets, hide rows and columns, split windows and freeze rows and columns
- Find and replace text, values and formatting
- Sort lists of data alphabetically and numerically based on one or more columns
- Filter data in lists using compound and custom filters
- Enhance charts with titles, data labels, error bars and drawn shapes
- Format chart text using basic formatting, WordArt styles and text effects

### Duration

One Day

### Prerequisite

Basic understanding of Microsoft Excel

### Topics

Filling Data

Moving Data

Logical Functions

Formula Techniques

Number Formatting Techniques

Conditional Formatting

Applying Borders

Page Setup

Working with a Worksheet

Worksheet Techniques

Finding and Replacing

Sorting Data

Filtering Data

Charting Techniques

Chart Text Formatting