

SkillMaster Computer Training

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Microsoft Excel Intermediate

This course is for people with the basic knowledge of Microsoft Excel who wish to upgrade their skills and learn new techniques to save time and work more productively.

- Autofit
- Auto-calculation
- Autocomplete
- Format Painter
- AutoFormat
- AutoCorrect
- Drag and Drop Cells
- Right Button Fill
- Left Mouse Button Fill
- Creating a Custom List
- Excel Selection Techniques
- Select Ranges Shortcuts
- Conditional Formatting
- Range Names
- Create a 3-D reference
- Sheet Names
- Group and Outlining
- 3 D Multiple Worksheets
- Work with Multiple Sheets
- View sheets in Perspective view
- Calculations in Excel
- Relative and Absolute References in Formulas
- Basic Excel Functions
- Math and Statistical Functions
- Dates Functions
- Text Functions

- Logical (Conditional) Functions
- SUMIF Function
- Page Layout and Design Features
- Page Breaks
- Page Setup
- Freezing Panes
- Excel Charts
- Popular Shortcuts
- Databases in Excel (lists)
- Data Sorting in Excel
- Data Form in Excel
- Filter the Database
- Subtotal the Database
- Comments
- Auditing Toolbar
- Paste Special
- Find and replace data
- Pivot Tables
- Pivot Table Charts

