

## Excel – Intermediate

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### ½ Day [3hrs] Hands On Training Course

Designed for **current users** of Excel this session reviews basic functions and tools required to perform calculations, then looks at common analysis functions and using Excel to manipulate data. Also covers basic graph creation. ***Users need to be familiar with basic formula creation.***

### Requirements

This session is best run hands on with participants utilising a computer

### What You Will Cover:

- Review of Basic Formulas & Common Functions
- Absolute Cell Referencing
- Range Naming
- VLOOKUP
- IF Function
- Using Excel as a Database
- How to set up an Excel Database
- Format as Table/Insert Table
- Sorting
- Auto Filters
- Conditional Formatting
- Creating Graphs
- Changing the Components
- Changing the Chart type