

Excel 2019/365

Intermediate Course Manual Outline

Objectives:

This course assumes you have a basic knowledge of Excel. It will teach you to some additional features such as working with Multiple Worksheets and Workbooks, Naming Ranges, Advanced Functions, working with Tables of Data, Data Validation and Worksheet and Workbook Protection.

Content

Lesson 1: Workbook Display

This lesson teaches you how to make more efficient use of the Excel screen and how to make working with data easier and more manageable on screen.

Lesson 2: Using Multiple Worksheets

This lesson will show you how to use multiple worksheets. Utilising multiple sheets assists with the organisation and consolidation of data. For example, multiple sheets can be used to store data for each month of the year. Using the Linking command, data from each of the months can be consolidated into a single worksheet to summarise the year.

Lesson 3: Naming Cells and Ranges

This lesson shows you how to name cells and cell ranges within Excel for simplifying some tasks and in the creation of user-friendly Workbooks.

Lesson 4: Advanced Functions

This lesson will teach you to use some of the more advanced built-in functions to enable you to do more complex calculations such as What-If analysis, using String functions and Nesting functions.

Lesson 5: Working with Tables of Data

This lesson focusses on the database features of Excel. These are powerful in their ability to enable the user to manipulate lists of data and keep track of information in an orderly fashion. Sorting information is useful when you are trying to organise data, while filtering data lists enables you to locate and report on a subset of the data

Lesson 6: Grouping and Outlining in Worksheets

This lesson introduces the Group and Outline and Subtotal commands. Group and Outline will assist you in grouping columns and rows in your worksheet so as to assist with summarising information. Subtotalling allows you to subtotal values in a list

Lesson 7: Collaborating with Other users

This lesson introduces the Protect command. It is often necessary to prevent other users from making changes to your work. The Protect command allows you to apply a protection setting to the data and objects in the worksheet, and the structure of the workbook itself. Adding Comments and Notes (Excel 365) to your worksheet is a useful way of communicating with others. Comments and Notes can be hidden so as not to interfere with the layout of the worksheet.
