

# Excel Intermediate

**Duration: 1 Day**

## Description

First, this one-day course guides participants through Excel's charting features. Participants learn how to create and edit charts; modify chart options; format chart objects; work with multiple worksheets and workbooks, and use logical functions. Students also gain hands-on experience using styles, and custom formats.

## Prerequisites

Excel Introduction

## Who Should Take This Course?

Users of Excel who want to learn about the software's advanced charting, financial, and formatting features.

## Objectives

- ✓ Create and edit charts.
- ✓ Modify chart options.
- ✓ Format chart objects.
- ✓ Use styles and custom formats.
- ✓ Use logical functions.
- ✓ Work with multiple worksheets and workbooks.

## Outline

### Working with Styles and Formats

Working with styles

Creating custom number formats

### Using Logical Functions

Absolute vs relative references

Using Excel functions

Using the IF function

Using Lookup functions

Using date functions

Other useful functions

### Working with Multiple Worksheets and Workbooks

Working across worksheets and workbooks

Working with multiple sheet formulas

Consolidating information

Linking Information between workbooks

Hyperlinks

### Working with Charts

Creating a chart

Creating and using pie charts

Modifying a chart

Previewing and printing a chart

Deleting a chart

Changing the chart data range

Working with data series

Formatting chart elements

Formatting data series and chart area options

Creating a custom chart type

Applying a custom chart type

Plotting a series on a secondary axis