

**Duration** 1 day

## Pre Requisites

Delegates should first attend the one-day Microsoft Excel Introductory course or have attained a similar level of expertise.

## Objectives

By the end of this one day course delegates will feel confident in their ability to use some of the more advanced features of Excel, such as linking spreadsheets, worksheet protection, charts and advanced formulae such as IF and ISERR.

## Versions Available

97  
2000  
XP  
2003  
2007

## Further Learning

Excel Advanced

## Course Content

- **Date Calculations**
  - Basic Date Calculations
  - Using the Weekday function
  - Calculating the difference between dates
  - Adding days, weeks or months
  - Calculating Working days
  - Using DATEDIF
  - Formatting a Date
  - Cut and Paste functions from Help
- **Working with Multiple Worksheets**
  - Creating a new Worksheet
  - Selecting Cells across Worksheets
  - Entering a Formulae across Worksheets
  - Using Paste Link
  - Splitting a Worksheet into Panes
  - Saving a Workspace
  - Fixing Worksheet Titles
  - Copying and Moving between Worksheets
  - Data Consolidate
- **Sorting & Filtering**
  - Find and Replace
  - Sorting Data
  - Using the Automatic Filter
  - Spell Check
  - AutoCorrect
  - Using Zoom
- **Worksheet Protection**
  - GoTo Special
  - Protecting Areas of the Worksheet
  - Protecting the Workbook
- **Charts and Drawing**
  - Creating a Chart
  - Changing the Chart Type
  - Chart Options
  - Formatting a Chart
  - Exploding the Slices of a Pie
  - Plotting Data on a Secondary Axis
  - Using 3D View
  - Adding ClipArt to a Data Series
  - Printing a Chart
  - Using the Drawing Tools
- **Naming and Round**
  - Naming Ranges
  - Preventing Rounding Errors
- **Conditional Functions**
  - Operators
  - Using Text in IF Statements
  - Testing for Errors
  - Other Information Functions
  - Using the CELL function
  - Creating Multiple IF Statements
  - Using AND and OR