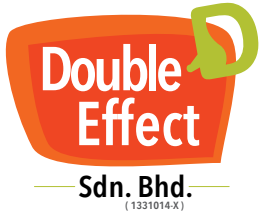


HRDF HRD Corp Claimable Microsoft Excel Intermediate Training



Who should take this course?

This course is for people who have already learned the basics of Excel and want to learn more. For people who work with a lot of formulas and make reports, this course will help them learn how to use an electronic spreadsheet.

Pre-requisites

- *A basic understanding of Microsoft Excel is a must, along with the following:*
- *able to move from one task to another*
- *Simple formatting for making a spreadsheet.*
- *be able to make a simple chart*
- *Add headers and footers to a spreadsheet and be able to print it.*
- *Able to use Auto Filter command*
- *The Freeze Pane command can be used.*
- *able to make simple formulas for adding, subtracting, multiplying, and dividing*
- *AutoSum, Count, Max, Min, and Average functions, as well as AutoSum, Count, and Count.*
- *Benefits*

What's in it HRDF HRD Corp Claimable Microsoft Excel Intermediate Training

Unit 1: Making Math Problems

Topic A - Reuse Formulas

Related information

Absolute references

Different sources

How to make sense of mixed cell references

Unit 2: Making more complicated formulas

Topic A: How to Use Range Names:

Putting names for ranges in the Name Box

Using the New Name dialog box to add a range name

Changing the name of a range and getting rid of a range name

Formulas that use range names

Unit 3: Putting functions to work

Using Statistical Functions (Topic A)

What Does COUNTA Do?

What Does COUNTIFS Do? What Does AVERAGEA Do?

What Does AVERAGEIFS Do?

Topic B: How to use math functions

What SUMIFS Does

Using a logical function (Topic C)

IF Function Nested IF Function IFERROR Function

Topic D: Using Functions in a Database

Function of DSUM

What Does DCOUNT Do?

The Average Job

What DMAX Does

What DMIN Does

Unit 4: Using Tables to Set Up Worksheet Data

Topic A: Making and changing tables Tables

Table Parts

Make a table in the dialog box

Table tools let you create contextual tab styles and sets of Quick Styles.

Changing how rows are shown Table change

options

Sort and filter data What's the difference between sorting and filtering?

Advanced sorting and filtering

Removing duplicate values

Use the subtotal function and database functions to figure out how much something costs.

Topic D - Data Validation Validating your data

Data Validation using Lists

Data Validation using Date

Data Validation using Formulas

Unit 5: Making graphs out of data

Topic A: Formatting based on conditions

Point out Cell Rules

Using Data Bars

How to Use Icon Sets

Using Formula to come up with new rules

Topic B: Make Graphs

Charts

Types of Charts

How to put a chart in

Getting bigger and moving Chart

Adding additional data

Changing from rows to columns

Change and set up charts (Topic C)

Formatting Chart elements is different from making changes to them.

Minimize extraneous chart elements

The tools for charts contextual tabs

Putting together the chart in a style

Putting a title on the chart

Adding Sparklines (Subject D)

How do Sparklines work?

Adding Sparklines

Sparkline Tools Tab

Changing the data in a sparkline Taking out a sparkline

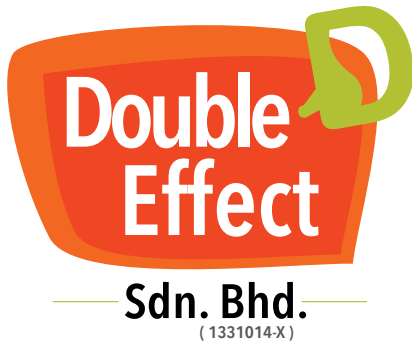
E: Changing the Sparklines
Putting data on display or not
Getting a new look
Changing the color of the sparkline and the marker

Unit 6: Managing Views

Topic A: Using Custom View and Page Layout View Express Header and Footer to work with different views

Topic B: Organizing Workbooks in Multiple Windows

Putting two workbooks next to each other and looking at them side by side.



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