



# EXCEL ESSENTIALS (INTERMEDIATE)

**SKILL LEVEL : INTERMEDIATE**  
**DURATION : 1 FULL DAY**

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## COURSE OVERVIEW

This course will teach attendees how to correctly structure spreadsheets, build functions and formulas as well as easily format spreadsheets using handy tips and tricks (including shortcuts). Attendees will also learn how to link data (and perform calculations) across worksheets and workbooks. Attendees will also learn how to correctly (and easily) structure and manage various types of charts to effectively present your spreadsheet data in a graphical format. This course is geared to students obtaining the Microsoft Office Specialist Certification (MOS).

### WHO SHOULD ATTEND THIS COURSE

Users who want to improve or sharpen their existing basic or intermediate skills in Excel. Much emphasis is also placed on the quickest and easiest ways to accomplish activities in Excel.

### COURSE DURATION AND VENUE

- DURATION: 1 full day (9am to 4pm)
- VENUE: Onsite (your premises) or In-house (our premises)



### MINIMUM ATTENDANCE REQUIREMENTS

- Please note that this course will not suit any user who is new to computing or who has limited exposure to Excel.
- Attendees should already have strong keyboard and mouse skills.

## COURSE CONTENT AND OUTLINE

### PART 1 - FORMULA DESIGN

- Entering formulas
  - Order of Operations (Enforcing Precedence)
  - SUM / AVERAGE / MAX / MIN / COUNT(A) functions
  - Percentage formulae
  - Absolute and Relative Referencing
  - Advanced Paste Options
  - Using the IF function
- Good spreadsheet design

### PART 2 - ENHANCING AND REVISING WORKBOOKS

- Naming Ranges
- Cell Styles
- Modifying the Quick Access Toolbar
- Moving & copying worksheets
- Grouping worksheets
- More Complex Formulas
  - Calculations across sheets and workbooks
  - Linking sheets and workbooks
  - Using 3D Reference functions (for summary sheets)
  - TODAY(), NOW(), EDATE()
  - Nesting within an IF function
- Conditional Formatting
- Data Validation
- Subtotals
- Format as Table

### ADDITIONAL SELF STUDY (MOS CERTIFICATION)

- Worksheet Navigation\*
- Print a worksheet or workbook\*
- Apply and modify cell formats\*
- Merge or split cells\*
- Create row and column titles\*
- Hide and unhide rows and columns\*
- Manipulate Page Setup options for worksheets\*
- Manipulate print options for worksheets\*
- Create and format worksheets\*
- Manipulate workbook views\*
- Split and Freeze Panes\*
- Create and manage Comments\*
- Apply and manipulate illustrations\*
- Create and modify images by using the Image Editor\*
- Share spreadsheets by using Backstage\*

\* Covered in our Excel Basics course - but self-study content is provided in our student workbook / prep-guide

**Microsoft**  
Office Specialist  
Authorized Testing Center

**CERTIPORT**  
AUTHORIZED TESTING CENTER

### PART 3 - CHARTS AND SPARKLINES

- Pie / Column / Bar / Line charts
- Scaling & printing chart objects
- Modifying charts
- Editing & formatting charts
- Sparklines (Excel 2010 / 2013 / 2016 only)

### What we supply (at no extra charge) when training at your venue

- Laptop Computers & Projection Equipment
- Quality Student Manuals
- The Best Trainers in WA
- Free Online Student Support



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