

MS Excel Intermediate Agenda

Exercise 1	Introduction and Refresher Exercise Creating a simple spreadsheet Formatting a Spreadsheet
Exercise 2	Custom Series Autofill
Exercise 3	Formulae Simple Formula Common Excel Functions Variable cell referencing
Exercise 4	Advanced Formulae Cell referencing Absolute cell referencing
Exercise 5	Naming cells Naming a Cell Naming a Cell Range
Exercise 6	Charting Formatting Bar Chart
Exercise 7	Charting Creating and Formatting a Pie Chart
Exercise 8	Linking Charts between Excel and Word Creating a Link between Excel and Word
Exercise 9	Charting Creating and Formatting a Line Chart
Exercise 10	Database Facilities Sorting Information Filtering Information Advanced Filtering

Exercise 11	Filter by Colour Filtering Information by Colour
Exercise 12	Advanced Database Facilities Using the Advanced filter to create conditions
Exercise 13	Functions within Databases DSUM DCOUNT
Exercise 14	Pivot Tables Creating a PivotTable Working with Pivot Tables