



**Course Content**  
**Excel Intermediate**  
**Duration: 1 Day**  
**US: 116940 - US: 116943**

# Overview

## Unit Standard 11 69 40

### MODULE 1

Display a toolbar Dock a Toolbar Move a Toolbar Close a Toolbar  
Enlarge and Reduce view  
Changing the View  
Freezing Columns and / or Rows  
Unfreeze Panes Default File Location Add User Name to File

### MODULE 2

Working with Multiple Worksheets Moving between worksheets Selecting  
Multiple Sheets  
Entering data on multiple sheets  
Deselect the Sheets Insert New Worksheet Moving a Worksheet Copying  
a Worksheet Rename a Worksheet  
Copying and moving Data between  
Worksheets  
Deleting a Worksheet(s) Colour a Worksheet \* View multiple Sheets \*\*  
Using a value from another worksheet \*\*

### MODULE 3

Overview of Basic Formula Concepts

**BODMAS** – Natural order of operation

Manipulating Formulas Working with Functions Formula Wizard

SUM AVERAGE COUNT MIN

MAX ROUND

Error Messages

AutoFill \*\*

Relative and Absolute Cell Addressing

Absolute/Relative Shortcut Key – F4

=IF Statement

Editing Extras

## MODULE 4

Formatting a Spreadsheet  
Templates Applying a Style Creating  
a Style Removing a Style Deleting a  
Style Format Painter AutoFormat

## MODULE 5

Merge and Centre Text Orientation  
Border Background

## MODULE 6

Page Setup Scaling Margins  
Headers and Footers  
Print Preview  
Print

## Unit Standard 116943

## MODULE 7

Common Chart Types  
Column  
Bar Pie Line Area  
XY Scatter Creating a Chart Chart  
Wizard Chart Toolbar \*\*  
Background Colour  
Data Series Colour Colour shortcut  
Titles  
Chart Type  
Chart Location \*\* Resizing a Chart  
Copying and Moving a Chart



**The above course is compiled for individuals with:** Keyboard Skills, Introduction to Computers, Windows Basic, Windows Intermediate, Word Basic, PowerPoint Basic and PowerPoint Intermediate.



**Course Content**  
**Excel Intermediate**  
**Duration: 2 Days**

**US: 116940 - US: 116943**

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Relative and Absolute Cell Addressing

Absolute/Relative Shortcut Key – F4

Scenario Manager

Using the Solver

## **MODULE 4**

Formatting a Spreadsheet  
Templates Applying a Style Creating  
a Style Removing a Style Deleting a  
Style Format Painter AutoFormat

## **MODULE 5**

Merge and Centre Text Orientation  
Border Background

## **MODULE 6**

Page Setup Scaling Margins  
Headers and Footers  
Print Preview  
Print

## **MODULE 7**

Brief  
Outline Solution  
Evaluation

## **Unit Standard 116943**

## **MODULE 1**

Common Chart Types  
Column  
Bar Pie Line Area  
XY Scatter Creating a Chart Chart  
Wizard Chart Toolbar \*\*

Background Colour  
Data Series Colour Colour shortcut  
Titles  
Chart Type  
Chart Location \*\* Resizing a Chart  
Copying and Moving a Chart

## **MODULE 2**

External Data Sources  
Acceptable formats  
Checking the external data file  
Importing the data  
Deleting the Imported Data \*\*

## **MODULE 3**

Inserting Graphics  
Moving, Copying and Resizing  
Graph- ics  
Drawing Tool

## **END USER MODULE**

=IF Statement  
Editing Extras

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