



RTO Number: 40732

Australian NIT College Pty Ltd
trading as
Swan Institute Australia



CRICOS Provider Code: 03376K

Excel Intermediate

Course Aims

The aim of this course is to increase your productivity through acquainting yourself with more of Excel 2013's many features. You will cover using names, creating templates, applying protection, linking and consolidating workbooks and worksheets, charting, applying more functions and creating and using Styles

Learning Outcomes

Upon completion of this course the participant will be able to perform a selection of the tasks listed below:

- Use manuals and on-line help to solve operation problems
- Create styles and apply the styles to data in a workbook and/or worksheet
- Define, create, paste and apply names
- Prepare templates; build workbooks and worksheets based on those templates
- Link workbooks and/or worksheets, and consolidate workbooks and/or worksheets
- Protect workbooks, worksheets and parts of a worksheet
- Produce charts to clearly show patterns in spreadsheet data

Course Duration

One Day 9:00am to 4:00pm

Course Content

Styles

Overview
 About The Normal Style
 Applying a Predefined Style
 Creating a New Style
 Creating a Style By Example
 Applying a Style
 Re-Defining a Style
 Deleting a Style
 Merging Styles from One Workbook to Another

Names

Overview
 Defining a Name
 Rules for Names
 The Name Box
 Defining Names Using the Name Box
 Deleting Names
 Creating Names
 Pasting a Name into a Formula
 Applying Names
 The #Name? Error Constant
 Using Go To

Going To the Intersection of Named Ranges
 Going to Everything between and Including Two
 Named Ranges
 Going To Two or More Named Ranges

Templates

Overview
 Creating a Template
 Design Considerations When Building a Template
 Saving a Workbook as a Template
 Creating New Workbooks from a Template
 Creating New Worksheets from a Template
 Adjusting a Template

Linking

Overview
 Linking Workbooks
 How to Fix Absolute Cell References When Linking
 External Workbooks
 Updating Source Workbooks
 Editing Links / Opening Source Workbooks
 Three Quick Ways to Destroy Your Links



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Linking Multiple Worksheets within the One
Workbook

Linking Via Edit, Paste Link

Protection

Overview

Automatically Creating a Backup Workbook

Protecting a Workbook so that it cannot be opened
without a Password

Opening a Password Protected Workbook

Removing Password Protection

Protecting a Workbook so that it cannot be modified
without a Password

Opening a Read Only Copy of a Password Protected
Workbook

Removing Read-Only Password Protection

Partial Protection

To Remove Partial Protection

Charting

Overview

Understanding Chart Components

Selecting What to Chart

Examples of Valid and Invalid Selections

Creating a Chart

Relocate an Embedded Chart

To Re-Size an Embedded Chart

Editing an Existing Chart

Type of Chart

Source of Chart Data

Chart Options

Chart Location

The Chart Toolbar

Printing a Chart

A Chart That Exists on its Own Sheet

An Embedded Chart on its Own Sheet

A Selection

Save a Chart Style as a Template

Create a Chart Template

Create a Chart based on a Template