

Microsoft® Excel “Functions, Charts & More” Stage Two Skill Assessment

PURPOSE

The purpose of this course is to assist an Excel user in many and varying intermediate level skills required in Excel. Primarily writing intermediate functions, including COUNTA, IF, Nested IF, VLOOKUP, SUMIFS, COUNTIFS and using absolute references in formulas and functions and being able to write functions that work between sheets not just in one sheet. The second main area would be the creation and manipulation of charts, hence the title Functions, Charts & More. Many other topics included are protection, conditional formatting, etc, refer to the Course Outline.

PREREQUISITE

This course does assume you have an understanding of Excel and particularly the information in The Essentials Stage One course, so please check the Stage One Course Outline and ensure you can tick most of those topics as “known”.

RELEVANCE OF COURSE CONTENT

DO YOU NEED TO BE ABLE TO...	Tick?
Write functions and formulas effectively?	<input type="checkbox"/>
Apply conditional formatting that alerts you cells contain certain values?	<input type="checkbox"/>
Audit worksheet formulas, work with comments?	<input type="checkbox"/>
Create formulas and functions that work across sheets?	<input type="checkbox"/>
Create and modify Charts?	<input type="checkbox"/>
Protect cells, sheets, files from being accidentally changed?	<input type="checkbox"/>
Print worksheets intelligently?	<input type="checkbox"/>
Create Hyperlinks to move between sheets, files or email?	<input type="checkbox"/>

If any of the above apply to you then this course will be relevant to your requirements

SKILLS REQUIRED

DO YOU HAVE...	Tick?
90% of The Essentials Stage One Course Outline must be known	<input type="checkbox"/>
General understanding of data entry	<input type="checkbox"/>
Moving around a worksheet and working with more than one sheets	<input type="checkbox"/>
File Management	<input type="checkbox"/>
Basic Functions including arithmetic, sum, average, count, max	<input type="checkbox"/>