

# Excel Intermediate for Apple Mac (full day)

Level 2.0

## Course outline

**Excel Intermediate for Apple Mac (full day)** is an ideal course for people who currently use Excel for Mac on Apple computers and wish to increase their skills to beyond that of most corporate workers. The subjects covered in this course are ideal for standing out amongst your colleagues as a talented Excel user without entering the advanced skills of Excel Advanced.

## Course duration

**Full day (9am to 4pm)**

## Covered in this course

Subjects covered in this course include:

- Working with VLOOKUP
- Templates
- Drop-down menus in cells
- Sorting in depth
- Naming cells
- Absolute referencing
- Protecting worksheets
- Conditional formatting
- Linking cells between Excel tabs
- PivotTable and PivotChart basics
- Working with SUMIF and COUNTIF
- Filtering in depth
- Calculating with dates
- Working with SUBTOTAL
- Logic tests (eg: IF, AND, OR)
- Print area, page breaks and page scaling

and much more including our T7 Tips and Tricks section.

## Is this course for me?

Before enrolling into this course, you must be comfortable and familiar with the skills covered in *Excel Basics* such as SUM and AVERAGE formulas, correct data structure, sorting data, creating charts and filtering data. If you are not familiar with these skills, you will need to attend and complete *Excel Basics for Apple Mac* prior to attending *Excel Intermediate for Apple Mac*.

## Session dates

Course dates, times and booking instructions are located at: [www.T7.net.au/ExcelApple](http://www.T7.net.au/ExcelApple)

## Further study

**Excel Advanced for Apple Mac (Best of Features and Formulas)** for advanced training.

# T7 Training Systems

For bookings or enquiries, contact:

[www.OnsiteTrainingCourses.com.au](http://www.OnsiteTrainingCourses.com.au)

[www.T7.net.au](http://www.T7.net.au) or (02) 8003 5740

GPO Box 2891  
Sydney NSW 2001

