



EXCEL INTERMEDIATE

SYLLABUS



JANUARY 1, 2019

CYPAD SERVICES LIMITED

17 Kallipoleos & Iphigenias street, Office 204, Agios Antonios, Nicosia, Cyprus

Section 1: Working with Functions and Formulas

Lesson 1.1: Using Formulas in Excel

Understanding Relative and Absolute Cell References

Basic Mathematical Operators

Using Formulas with Multiple Cell References

The Formula Auditing Buttons

Fixing Formula Errors

Displaying and Printing Formulas

Lesson 1.2: Exploring Excel Functions

What are Functions

Finding the Right Function

Some Useful and Simple Functions

Lesson 1.3: Using Functions in Excel

Inserting Functions

Using Functions and AutoFill to Perform Difficult Calculations

Using the IF Function

Working with Nested Functions

Lesson 1.4: Working with Names and Ranges

What Are Range Names?

Defining and Using Range Names

Selecting Nonadjacent Ranges

Using AutoCalculate

Lesson 1.5: Working with Array Formulas

What are Array Formulas?

Using Basic Array Formulas

Using Functions with Array Formulas

Using the IF function in Array Formulas

Section 2: Managing Tables

Lesson 2.1: Working with Tables

What is a Table?

Creating Tables

Modifying Tables

What is the Total Row?

Lesson 2.2: Working with Records and Fields

What are Records and Fields

Adding Fields by Inserting Columns

Adding Records by Inserting Rows

Quickly Adding Records to a Data table

Deleting Records or Fields

Lesson 2.3: Working with Tables and Filters

Sorting Data in a Table

What is an AutoFilter

Custom AutoFilters

Using an Advanced Filter

Copying Filtered Records

Lesson 2.4: Using Excel as a Database

Filtering with Wildcard Characters

Validating Your Data

What are Database Functions

Section 3: Finalizing Your Workbook

Lesson 3.1: Protecting your Workbook

Protecting your Workbook

Protecting your Worksheets

Unlocking Cells

Protecting your Excel Files

Lesson 3.2: Finishing Your Workbook

Using the Document Inspector

Using the Compatibility Checker

Marking a Workbook as Final

Lesson 3.3: Using Excel in Word

Inserting Excel Data in Word

Linking Excel Data in a Word Document

Modifying Excel Data after Insertion

Insert an Excel Chart into a Word Document

Lesson 3.4: Using Excel and Access

Linking an Excel Workbook to an Access Database

Importing Table, PivotTable, and PivotChart Data from Access

Transforming an Excel Workbook into an Access Database

Lesson 3.5: Using Excel With other Programs and Files

Importing Data from a Text File

Importing Data from External Data Sources