

1. Process gas
2. Cutting nozzle
3. Nozzle offset
4. Cutting speed
5. Molten material
6. Dross
7. Cut roughness
8. Heat affected zone
9. Kerf width

4 MAGNETIC CHARGER KEEP-OUT
DO NOT OBSTRUCT
THE CHARGING PAD

6 HEART RATE SENSOR
KEEP-OUT
NO THICKNESS
BEYOND FIELD
IN WATCH
DIRECTION

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MICROSOFT

EXCEL INTERMEDIATE

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MICROSOFT COURSES

Excel Intermediate

Requirements: Windows 7 or Windows 10 knowledge and a good working knowledge of the topics covered in the Excel 2016 Fundamentals course.

Duration: 1 Day

Time: 08:30 - 16:00

Inclusions: Catering & Refreshments (full time in-house training), relevant stationary, competency certificate.

OVERVIEW

Building on the topics learnt in Excel 2016 Fundamentals, this course introduces users to the concept of using names in place of range references and working with data and lists, including sorting, Filtering and summarising data. Users will also learn some advanced formatting, collaboration and auditing tools, as well as how to illustrate a worksheet with charts, graphics, SmartArt and WordArt.

The course consists of 1 day in-class where we cover the following but is not limited to:

1. Working with Defined Names

- About defined names
- Creating and managing range names
- Using names in formulas and functions
- Listing names and references on a worksheet
- Applying new names to existing formulas

2. Working with Data and Lists

- Sorting and filtering data
- Creating a custom list
- Working with Excel Tables
- Summarising data with automatic subtotals
- Consolidating data
- Working with duplicate values
- Linking cells across worksheets and workbooks

3. Advanced Formatting

- Themes, colors, fonts and effects
- Hiding zeros on a worksheet
- Working with cell styles
- Conditional formatting
- Creating and using templates

4. Collaborating in Excel

- Editing workbook properties
- Adding Data Validation criteria to cells
- Working with comments
- Working with hyperlinks
- Protecting worksheets, workbooks and files

5. Formula Auditing

- Tracing Cells
- Error Checking
- Evaluate a formula

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6. Working with Charts

- Data layout for charts
- Creating a new chart
- Changing the chart data
- Applying a different chart layout
- Adding and removing chart elements
- Changing the chart style
- Changing the chart type
- Moving a chart
- Formatting chart elements
- Working with sparklines

7. Illustrating Excel

- Working with pictures
- Working with SmartArt
- Working with shapes
- Working with WordArt

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