

**Microsoft Excel 2010- Intermediate Level**

Day 1 – 16/5/2018	Time
<ul style="list-style-type: none"> <li>➤ <b>Layout and design of Excel 2010</b> <ul style="list-style-type: none"> <li>➤ The Ribbon, The File tab</li> <li>➤ Customizing the quick access tool bar</li> </ul> </li> </ul>	<b>9:00-11:00</b>
<ul style="list-style-type: none"> <li>➤ <b>Using Functions</b> <ul style="list-style-type: none"> <li>➤ Using SUM,COUNT,AVERAGE, MIN, MAX and Autosum</li> </ul> </li> </ul>	
Day 2 – 21/5/2018	Time
<ul style="list-style-type: none"> <li>➤ Absolute / relative references</li> <li>➤ <b>Working with Large Worksheets</b> <ul style="list-style-type: none"> <li>○ Viewing options</li> <li>○ Hiding rows and columns</li> </ul> </li> </ul>	<b>9:00-11:00</b>
<ul style="list-style-type: none"> <li>➤ <b>Conditional formulas and formatting</b> <ul style="list-style-type: none"> <li>➤ IF, SUMIF and AVERAGEIF functions</li> </ul> </li> </ul>	
Day 3 – 23/5/2018	Time
<ul style="list-style-type: none"> <li>➤ Conditional formatting <ul style="list-style-type: none"> <li>➤ New rules and manage rules</li> </ul> </li> </ul>	<b>9:00-11:00</b>
<ul style="list-style-type: none"> <li>➤ <b>List Management</b> <ul style="list-style-type: none"> <li>➤ Splitting cell data into multiple cells</li> <li>Sorting &amp; filtering ,Custom and Advanced filters</li> </ul> </li> </ul>	
Day 4 – 28/5/2018	Time
<ul style="list-style-type: none"> <li>➤ <b>Documenting and Auditing</b> <ul style="list-style-type: none"> <li>➤ Comments: View, add, edit &amp; delete</li> <li>➤ Tracking changes</li> </ul> </li> </ul>	<b>9:00-11:00</b>
<ul style="list-style-type: none"> <li>➤ <b>Final test</b></li> <li>➤ <b>Evaluation</b></li> </ul>	