



Excel Intermediate

Who would benefit?

This course is for those with a good working knowledge of Excel who wish to gain more from the facilities available and create more complex spreadsheets.

Objective

To build on the participants' current skills and gain practical use of the more advanced features.

Content

- Discuss individual's needs and quick revision of basic topics
- Use of named ranges
 - Create and manage named ranges
 - Use range names in formulas
- Functions (calculations)
 - Logical functions to test a value (IF, AND, OR)
 - Calculating values based on a given or multiple criteria (SUMIFS, COUNTIFS)
 - Lookup and reference functions (VLOOKUP, MATCH)
 - Nesting multiple functions together to reach a single required result.
 - Error trapping using ISERROR and IFERROR
 - Text functions – merging and extraction portions of text
- Links
 - Linking between sheets and workbooks
 - Managing and breaking external links
- Conditional Formatting
 - Top/bottom rules, icon sets and data bars
 - Custom conditional formatting using formulas
 - Multiple layer conditional format
 - Whole row conditional formatting
 - Protect worksheets and workbooks
- Data handling
 - Tips for organising/layout out the data
 - Sort information to multiple levels and create a custom sort order
 - Apply sub totals with multiple levels
 - Filter data using the advanced filter, to extract data to another location and display unique records
 - Creating custom views to easily display and print different parts of a large workbook
- Creating data validation lists from ranges
 - Set date validation
 - Set number validation
 - Set drop down list validation
- Format as Table
 - Explore what format as table really is
 - Adding data to a table
 - Calculate in a table
 - Using the Total Row feature
- Analyse information using PivotTables
 - Create, format and update a PivotTable
 - Work with summary calculations (running totals, % of column, etc)
 - Add calculated fields
 - Sort, group and filter data
 - Create Pivot Charts

Duration

One day

Pre-requisites

It is assumed anyone attending this course has either attended or has the knowledge provided by Excel Introduction