

Courses and instructors to develop your potential.

Live online or face to face.

Microsoft Excel Intermediate 1 DAY

You will learn beyond basic everyday Excel.

Absolute Reference.

Linking tables.

Function Library.

Conditional formatting.

Pivot Tables.

VLOOKUP.

What will I learn?

LESSON 1

Calculating with Absolute Reference. Understanding the difference between a Relative and Absolute referenced formula. Using a \$ sign to lock formulas onto cells when copying.

LESSON 2

Working with Groups of Worksheets. Grouping sheets together. Inputting data into multiple sheets. Writing formulas to sum between sheets.

LESSON 3

Key features

- ✓ Face to face or Live Online
- ✓ Fully certified trainer
- ✓ Get key skills and practical knowledge
- ✓ This course is available for groups and 1-2-1 live online
- ✓ Course materials included
- ✓ Recognised course certificate

Interested?

- ☎ Call us: 01225 308979
- ✉ Email us: info@go.courses

Creating Linked Tables. Linking to a source table.
Using Paste Link to link a table to another file. Using
Link Manager to manage linked tables.

LESSON 4

The Function Library. Using the Function Library to help you write. Formulas. Search formulas with Insert Function. Writing statistical functions:
COUNTA, COUNTBLANK, COUNTIFS and more.

LESSON 5

The Logical IFS Function. Writing Logical IFS functions to generate results from a test. Running multiple tests for multiple results.

LESSON 6

Conditional Formatting. Automatically format data using rules. Enabling text and numbers to stand out with automatic formatting. Copy formatting with the Format Painter.

LESSON 7

The Side by Side Feature. Viewing two tables in two different files together. Viewing two tables in two different sheets in the same file together.

LESSON 8

Pivot Table Report. Analysing table data with PivotTable reports. Managing a PivotTable's layout. Output statistics. Controlling number formats. Creating a PivotChart, and inserting Slicers for filtering.

LESSON 9

Using Data Validation. Apply Data Validation to control and quicken the input of data.

LESSON 10

Lookup Functions. The Lookup and Reference function. Best practices for writing a VLOOKUP function. Best practices for writing an HLOOKUP function. Achieving a professional finish to formulas by nesting within an IFERROR.

LESSON 11

Printing Options. Printing page titles across pages. Scaling content for print.