Microsoft Excel Intermediate

Format: One Day: Max Capacity 6

The course has been developed for people who have a good knowledge of Excel. It is highly recommended that any one attending should attend our introduction to excel first. Initially exercises will be carried out under instruction from the tutor, throughout the course there will be plenty of time to practise the new skills.

It is recommended that students have a good knowledge of Excel and must have knowledge of formula building. Ideally to have attended our introduction to excel course.

Course Content

Formulae	Ranges
Custom Lists	Creating Named Ranges
Review of Cell Addressing within Formulae	Dynamic Named Ranges
Copy Formulae	Using Range Names in Formulae
Absolute Cell Referencing	Multiple Sheets
Functions	Group Edit Mode
Use of the Average, Min, and Max Functions	Pivot Tables
If Function and Logical Functions	Creating a Pivot Table
VLookup Function	Updating
VLookups to a database on a different sheet	Creating a Pivot Chart
Sub Totals	General
Date Related Functions	Conditional Formatting – customising built in settings
Nested Functions	Format as a table
Grouping Data with Summary Rows	
Remove Duplicates/ Highlight duplicates/conditional formatting	

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