

Professional Delivery – Printed Workbooks – Step-by-step Reference Guide – Certificates – After Course Support

Aim: The aim of this course is to provide an experienced user of Excel the confidence to use some of the more advanced functions, use Excel as a database (lists) and summarise data over multiple sheets.

Course Objectives.

- ➔ **Use calculations and general spreadsheet functions**
- ➔ **Format a worksheet**
- ➔ **Understand Absolute Cell Addressing**
- ➔ **Create and use Named Ranges**
- ➔ **Apply the IF and nested IF functions**
- ➔ **Use SUMIF and COUNTIF functions**
- ➔ **Use the VLOOKUP function**
- ➔ **Use Excel as a database**
- ➔ **Use tools - Freeze Panes, Data Form, Filters, Sub Totals and Pivot Tables**
- ➔ **Apply data validation**
- ➔ **Apply conditional formatting**
- ➔ **Understand grouping multiple sheets – entering data**
- ➔ **Work with calculations across multiple sheets**
- ➔ **Apply protection to workbooks, worksheets and cells.**

Explanation / Example

Review creating formulae, add, subtract, multiply and divide. Review using general functions, sum, average, min, max, count

Format and use tools - format painter, clear formatting.

Fixing part of a calculations formula so that it doesn't change when copied to other cells

Give a group of cells a name and use the names as a quick way to highlight or use in formulae

Performs a test and gives a result if test is met and a different result if the test is not met.

Sum numbers when a condition is met. Count entries in cells if a condition is met.

Used to search for information in a table of data and return back information from another column

Understand how to set up a spreadsheet for database use (lots of columns)

Useful tools to fix headings, enter and edit data, filter information, automatic subtotalling and summarising information when working with large data sets.

Set rules to test for valid data entry and create pick lists

Format cells dependent on their value

Group sheets together for entering and formatting data.

Perform calculations across sheets. E.g. A sheet for each month of the year and a summary sheet which dynamically calculates the sales from each sheet

Assign a password to be entered when a workbook is opened or allow read only on entering the password. Format a spreadsheet as read only and lock down specific cells allowing a user to only edit data in specific cells, protecting any formulas from being overwritten.

