



Microsoft Excel Intermediate

Absolute Referencing & Named Ranges

- Apply Absolute Cell Referencing
- Create a Named Range
- Use Named Ranges with common Functions

Work with Data Lists (Database)

- Sort multiple columns
- Filter Information
- Apply Validation Rules for data entry
- Apply Validation Rules for pick lists
- Create Subtotals
- Apply Format As Table and work with the Table ribbon
- Insert and work with Pivot Tables
- Use Conditional Formatting

Work with More Advanced Functions

- Work with the IF Function
- Use the SUMIF Function
- Apply the COUNTIF Function
- Look up data with the VLOOKUP Function
- Look up data with the XLOOKUP Function (later version)

Multiple Sheets and Protection

- Group sheets for formatting
- Protect a worksheet
- Protect cells within a worksheet
- Password protect a workbook

Our course is entirely 'hands on' and will provide a user of Excel the confidence to use some of the most popular Excel functions, use Excel database (lists) tools and summarise data over multiple sheets. A comprehensive course covering lots of areas in Excel. It is recommended that attendees of this course have a good knowledge of Excel and essentially formula building. Ideally you have attended our Microsoft Excel Introduction first.

