



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 including colours
- Apply Validation Rules for data entry
- Apply Validation Rules for pick lists
- Remove duplicates
- 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)

Grouping sheets and Protection

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

This practical, hands-on course builds confidence in using essential Excel functions, managing and analysing data lists and summarising information across multiple sheets. It's a comprehensive session covering many of Excel's most useful tools.

Recommended prerequisites: Participants should already have a solid understanding of Excel and be comfortable building formulas. Ideally, you will have completed our Microsoft Excel Introduction course first.

