



This course covers the following topics (any items marked with a \* will be covered if time allows):

## Absolute references

- Absolute cell references
- Using the \$ sign

## Range names

- Creating range names
- Editing/deleting range names

## Conditional formulae

- Creating a single =IF formula
- Using =SUMIFS and =COUNTIFS
- Combining conditions

## Conditional formatting

- Creating cell rules
- Managing cell rules
- Viewing conditional formats
- Data bars and icon sets

## Basic tables

- Using a spreadsheet as a table
- Sorting table data
- Filtering table data
- Table styles (a warning!)

## Advanced printing

- Layout versus Preview tab
- Print areas and print titles
- Setting/removing page breaks
- Headers, footers and page numbering

## Formatting numbers and dates

- Standard number formats
- Hiding cell contents
- Date formats

## Working with dates

- Using series fill
- Using dates in formulae
- TODAY and NOW

## Data validation (\*)

- Setting validation rules
- Input and error messages
- Highlighting validated cells
- Circling invalid data

## Protection (\*)

- How protection works
- Unlocking cells
- Turning protection on for a worksheet
- Protecting the whole workbook

Maximum 6 people per course. Scheduled classroom courses include lunch at a local restaurant; you can see how our online training works [here](https://www.wiseowl.co.uk/). For more information, see <https://www.wiseowl.co.uk/>.