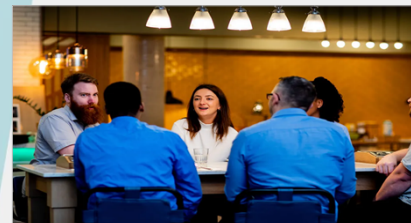# Excel Intermediate

1 day training course

Course contents

This course will cover the following topics. Those marked with (*) 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

Pre-requisites for Excel Intermediate course

You shouldn't attend this course unless you're already familiar with creating formulae in Excel.

Prices

Venue	Address	Price per place
London	Landmark, 99 Bishopsgate, London EC2M 3XD	£995 per person + VAT
Manchester	Holiday Inn, 25 Aytoun Street, Manchester M1 3AE	£725 per person + VAT
Online	Your home or office!	£525 per person + VAT

Scheduled Dates

Dates	Venue	Times	Price per place	Booking
Thursday 25 September 2025	Online	09:30-16:30	£525 + VAT	Book this
Friday 24 October 2025	Manchester	09:30-16:30	£725 + VAT	Book this
Monday 27 October 2025	Online	09:30-16:30	£525 + VAT	Book this
Monday 24 November 2025	Online	09:30-16:30	£525 + VAT	Book this
Friday 28 November 2025	Manchester	09:30-16:30	£725 + VAT	Book this

If you can't see the dates that you want, ask us about organizing a customized course at your office (we'll provide and set up the computers), or else an online course tailored to your needs.