



# 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
<a href="#">London</a>	Landmark, 99 Bishopsgate, London EC2M 3XD	£995 per person + VAT
<a href="#">Manchester</a>	Holiday Inn, 25 Aytoun Street, Manchester M1 3AE	£725 per person + VAT
<a href="#">Online</a>	Your home or office!	£525 per person + VAT

### Scheduled Dates

Dates	Venue	Times	Price per place	Booking
Thursday 24 July 2025	Online	09:30-16:30	£525 + VAT	<a href="#">Book this</a>
Wednesday 20 August 2025	Online	09:30-16:30	£525 + VAT	<a href="#">Book this</a>
Monday 22 September 2025	Manchester	09:30-16:30	£725 + VAT	<a href="#">Book this</a>
Thursday 25 September 2025	Online	09:30-16:30	£525 + VAT	<a href="#">Book this</a>
Friday 24 October 2025	Manchester	09:30-16:30	£725 + VAT	<a href="#">Book this</a>

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.