# Excel Intermediate

## 1 day training course







## Course contents

This course will cover the following topics. Those marked with (*) will be covered if time allows.

### Cell references

- Relative references
- Absolute cell references (the $ sign)
- Fixing rows and columns

### Basic tables

- Using a spreadsheet as a table
- Sorting table data
- Filtering table data
- Table styles

### Data validation

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

### Conditional formulae

- Using a single IF function
- Using SUMIFS and COUNTIFS
- Combining conditions

### Formatting numbers and dates

- Standard number formats
- Hiding cell contents
- Date formats

### Protection (*)

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

### Conditional formatting

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

### Working with dates

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

### Charts refresher (*)

- Selecting data
- Quick way to create charts
- Chart types

## Pre-requisites for Excel Intermediate course

To attend this course you need to be able to type and edit data, save files, understand how to select cells and how to format cells and numbers. The course would not suit a total beginner to Excel.

## Prices

| Venue | Address | Price per place |
|---|---|---|
| London | Landmark, 99 Bishopsgate, London EC2M 3XD | £895 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 03 December 2026 | Online | 09:30-16:30 | £525 + VAT | Book this |
| Monday 18 January 2027 | Online | 09:30-16:30 | £525 + VAT | Book this |
| Friday 05 February 2027 | Manchester | 09:30-16:30 | £725 + VAT | Book this |
| Monday 22 February 2027 | Online | 09:30-16:30 | £525 + VAT | Book this |
| Wednesday 31 March 2027 | Online | 09:30-16:30 | £525 + 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.