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