



This course covers the following topics (any items marked with a * will be covered if time allows). Note that this is a [new course](#) (this which means that we don't guarantee to run all scheduled dates).

Absolute references <ul style="list-style-type: none">• Absolute and relative references• Using the \$ sign	Conditional formatting <ul style="list-style-type: none">• Creating cell rules• Managing cell rules• Viewing conditional formats	Working with dates <ul style="list-style-type: none">• Using series fill• Using dates in formulae• TODAY and NOW
Range names <ul style="list-style-type: none">• Creating range names• Using names in a formula• Editing/deleting range names	Basic tables <ul style="list-style-type: none">• Single and multiple sorting• Filtering table data• Using filter views	Data validation (*) <ul style="list-style-type: none">• Setting validation rules• Error messages• Viewing validated cells
Conditional formulae <ul style="list-style-type: none">• Creating a single =IF formula• Using =SUMIFS and =COUNTIFS• Combining conditions	Formatting numbers and dates <ul style="list-style-type: none">• Standard number formats• Hiding cell contents• Custom date formats	Protection (*) <ul style="list-style-type: none">• How protection works• Adding range protection rules• Adding sheet protection rules

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