



🕒 1 day

# Excel Intermediate

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## Course Overview

Enhance your Excel proficiency in just one day with this Intermediate course. Ideal for users who are comfortable with the basics, you'll focus on practical features that improve data analysis, formula use, and reporting efficiency. Gain greater confidence working with your organisation's essential data.

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## Course Highlights

- Build advanced formulas with mixed and absolute references
  - Work confidently with named cell ranges
  - Use conditional formatting for data insights
  - Create structured and formatted tables
  - Apply key Excel functions, including IF, SUMIF, VLOOKUP and ROUND
  - Prepare print-ready reports with headers, scaling and titles
  - Organise and manage worksheets efficiently
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## Perfect For

- Regular Excel users needing to work faster with data
  - Analysts and administrators managing spreadsheets and reports
  - Team leaders producing monthly metrics and dashboards
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## Requirements

This 1-day Excel Intermediate training course is designed for learners who already have foundational knowledge and skills in Microsoft Excel.

### **Want to take your Excel skills to the next level?**

Gain practical methods to analyse and present data more effectively using Excel's intermediate-level features.

After just one day, you'll be able to use Excel to support more informed, confident decisions at work.

Delivery is available via our online public dates or as a private, tailored session for your team.

Alternatively, [contact us](#) to arrange on-site training tailored to your needs!

By the end of this 1-day instructor-led course, you'll know how to use conditional formatting, prepare and format various types of tables, and make use of widely-used Excel formulas and functions.

**Comes with our money-back guarantee and unlimited email support.**

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## Course Outline

### 1 Excel Setup & Printing Issues

- Headers and Footers
- Scaling Your Worksheet to Fit Page(s)
- Printing Titles on Every Page
- Previewing a Worksheet

### 2 Excel Functions and Formulas

- Getting Help with Functions
- Nested Functions
- Consolidating Data Using a 3-D Reference Sum Function
- Mixed References within Formulas

### 3 Excel Most Used Functions

- Inserting the Current Time and Date
- Today Function
- Now Function
- Round Function
- Sumif Function
- If Function
- Trim Function
- Concatenate Function
- Vlookup Function

### 4 Excel Named Ranges

- Naming Cell Ranges
- Removing a Named Range
- Named Cell Ranges and Functions

### 5 Excel Cell Formatting

- Conditional Formatting
- Custom Number Formats

### 6 Manipulating Worksheets within Excel

- Copying or Moving Worksheets between Workbooks
- Hiding Rows
- Hiding Columns
- Un-Hiding Rows
- Un-Hiding Columns

### 7 Paste Special Options within Excel

- Using Paste Special 'Values'

### 8 Tables

- Preparing data for a table
- Creating a table
- Formatting a table
- Display the table total row
- Adding a row to a table
- Deleting a row from a table
- Inserting a column in a table
- Deleting a column in a table
- Renaming a table
- Advantages of a table

## Why Choose Future Savvy?

### Expert Instructors

Learn from experienced trainers with real-world expertise

### Practical Hands-On Learning

Interactive exercises and real-world scenarios throughout

### Certificate of Completion

Receive a professional certificate to validate your skills

### Flexible Delivery

Available in-person, online, or at your workplace

### Need to Tailor This Course?

We can customise the content, duration, and delivery method to perfectly match your team's needs and skill levels.

[Get in touch for bespoke training →](#)

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