

1 Day

## Course Overview

Enhance your Excel skills with our 1-day intermediate course. You will learn advanced formulas, named ranges, data analysis, and conditional formatting. This training course is ideal for those with basic Excel knowledge, this course empowers you to make data-driven decisions.

### Course requirements:

Learners should have used Excel before and be familiar with creating basic formulas, using Autofill along rows or columns and working with Absolute Cell References (e.g. \$C\$5) to refer to fixed figures – such as VAT rates or performance targets.

### What you will learn:

This 1-day Excel intermediate training course is designed for learners who already have foundational knowledge and skills in Microsoft Excel. If you want to take advantage of some of the higher-level functionality in Excel to analyse and present data, this is for you. After just 1-day you'll be able to leverage the power of data analysis and presentation to make better-informed, intelligent decisions for your organisation.

Choose online or in-person Excel courses near you!

After completion of the intermediate Excel training course you will be able to:

- Create advanced formulas
- Work with named ranges
- Analyse data by using functions and conditional formatting
- Organise and analyse datasets and tables
- Manipulate worksheets

By the end of the 1-day instructor-led intermediate Excel course, you'll know how to use things like conditional formatting, prepare and format all manner of Excel tables and have an in-depth understanding of the most used Excel functions and formulas.

# Course Outline

## 1. Excel Setup and 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 Formatting

## 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