

Microsoft Excel 2019 / 365 Intermediate Course 1 Day

WHO SHOULD ATTEND

This course is designed to take current users of Excel and to look at additional functions, such as more advanced formulas, data analysis, charts and database options.

PREREQUISITE COMMENTS

You should have ideally attended our Excel Introduction level course, or have sufficient experience and understanding of Excel, especially a basic understanding of formulae.

The following gives an outline of the course content. This is only a suggestion and may be tailored by the trainer on the day, to better suit the delegates requirements.

Recap on Formulas

- Recap on autosum
- Relative vs absolute cells
- Average, max, min, count

Functions

- Counta, countif, sumif
- Linking calculations
- Range names
- Text functions
- Basic if
- Nested if
- If and / if or
- Vlookup and hlookup (if time)

Working with Worksheets

- Inserting , deleting worksheets
- Moving and copying worksheets
- Grouping worksheets
- Hiding columns & rows
- Freeze panes / spilt screens

Working with Charts

- Inserting and modifying charts
- Sparklines

Conditional Formatting

- Basic conditional formatting
- Multiple conditional formatting
- Customising conditional formatting

Formula Auditing

- Displaying formulas in worksheet
- Show precedent and dependent cells
- Finding & resolving errors

Format as A Table

- Format as a table
- Table styles
- Sorting and filtering options
- Inserting slicers

Database Options

- Sorting
- Filters
- Subtotals

Advanced Printing Features

- Print areas
- Rows to repeat

Other Options

- Quick Analysis
- Flashfill

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