

Excel: Intermediate (Level 2)

Category: Microsoft Office, Microsoft Excel

Course Duration

2 Days Classroom Training or Online

Overview of shortcuts

- Recap of Shortcuts and Tips
- Customising the Ribbon to include useful shortcuts
- Refresh on everyday Formulae
- Recap of Absolute Cell Referencing

Range Names

- Create Range Names
- Navigate using Range Names
- Print Range Name Areas
- Create Formulae using Range Names

Creating Spreadsheets

- Learn how to setup 3D spreadsheets which have identical design and data on each sheet
- Setup Print design for all sheets, including Headers and Footers
- Copy, Move, Rename, Colour Sheet Tabs
- Hide and Unhide Tabs
- Link data from one sheet to another with Formulae
- Group and Edit all sheets

Linking Data

- Copying worksheets
- Tips for Copying to New Spreadsheets
- Linking data from one file to another

Advanced Functions

- IF Statements (includes nested IFs)
- VLOOKUP and HLOOKUP
- COUNTIF

Conditional Formatting

- Apply Shading, Icon Sets and DataFills to cells based on criteria
- Format Painter

Data Validation

- Setting up Restriction on how Cells are Inputted as Dates, Numbers or Time
- Setting up Cell Entries as a List
- Range Names and Tables in Data Validation
- Limit the Characters of a Cell Entry
- Create Error Messages

Working with Large Data

- Split your Worksheet
- Freeze Panes
- Tips on Formatting
- Hiding and Unhiding Columns and Rows
- AutoFilter including tips and tricks
- Sort and Custom Sort
- Removing Duplicates

Date Functions

- Entering date Formulae

- Today Formula
- Customising Date Formats

Text Functions

- Use the Trim, Proper, Left and Right Functions
- Concatenate Text
- Text to Columns
- Paste Special Options
- Flash Fill

Tables

- Creating Tables
- Formatting Tables
- Totals in Tables

Pivot Tables

- Preparation of Data
- Create Pivot Tables
- Create Dynamic Pivot Tables
- Format Data
- Group Data in Pivot Tables
- Sorting inside Pivot Tables
- Conditional Formatting in Pivot Tables
- Creating Tabs from Data
- Refresh Data
- Report Layouts
- Report Subtotals
- Slicers
- Pivot Charts

Charting

- Creating Charts Using a Function Key

- Creating Charts Using the Insert Tab
- Changing the Chart Type
- Formatting Charts
- Adding Titles and Customising
- Sparkline's

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

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