

# Microsoft Excel

## Intermediate



 Duration: 1 day

 Ideal Group Size: 6-8 people

## Course overview

Once you know the basics of Excel this course aims to give you the knowledge to be able to use more advanced logical formulas including lookups to find, extract and compare data. You will be able to organise your data in tables, before learning how to evaluate it with advanced filtering techniques. You will also learn how to get started with Pivot Tables and present your data as charts.

## Topics covered

Recap exercise on Absolute Cell Referencing

### Working with tables

- Creating and formatting the table
- Adding and removing data
- Working with the total row
- Sorting and filtering tables
- Removing duplicate rows of data
- Using data validation
- Summarising a table with a pivot table
- Converting to a range

### Managing workbooks

- Using workbook views
- Selecting and switching between worksheets
- Inserting and deleting worksheets
- Creating headers and footers
- Hiding rows, columns, worksheets, and windows
- Setting the print area
- Printing a selection, multiple worksheets, and workbooks
- Creating a template
- Protecting a workbook
- Working with data ranges

### Working with pivot tables

- Creating a pivot table
- Specifying pivot table data
- Changing a pivot table's calculation
- Working with pivot table layout
- Grouping pivot table items
- Updating a pivot table
- Creating a pivot chart
- Using slicers

### Getting started with worksheets

- Choosing and selecting the source data
- Choosing and inserting the right chart
- Editing, adding, changing and removing chart data
- Using sparklines

### More functions and formulas

- Formulas with multiple operators
- Inserting and editing a function
- AutoCalculate and manual calculation
- Using and managing defined names
- Displaying and tracing formulas
- Understanding formula errors
- Using logical and lookup functions such as IF and VLOOKUP

## Delivery methodology (Face-to-face or virtual delivery)

### Small groups

Ideally 6-8 delegates to maximise engagement and interaction levels.

### One-to-one

We also provide one-to-one 90 minute individual support workshops.

### Tailored sessions

Talk to us about designing bespoke workshops for your team!

## Related courses

- Microsoft Excel – Basic
- Microsoft Excel – Advanced