



Microsoft Excel

Intermediate

PREREQUISITES

A working knowledge of creating & formatting simple spreadsheets with basic formulas using + - * / and basic functions eg [SUM](#), [COUNT](#), [AVERAGE](#). Or attendance of our Excel Intro Course.

BENEFITS

This course will give you the skills to perform simple data analysis in Excel. You will learn how to use formulas, conditional formatting, filtering and sorting and many more data analysis features. By completing structured exercises, this course will increase your competence in day-to-data analysis making you more efficient & productive.

OUR VIRTUAL CLASSROOMS

We have expanded our online, instructor-led computer training courses - delivered live via our virtual classrooms from Belfast, Northern Ireland.

A virtual classroom is an online learning environment that allows for live interaction between the tutor and delegates as they participate in learning activities.

Courses are fully interactive & delegates interact throughout the training session - engaging over the Open Mic, via the Chat Facility & Sharing Screens.

WORKSHEET OPERATIONS

- **Copy & Move:**
 - Within Current File
 - To External Files
- **Group Sheets:**
 - Update Data, Formula & Layout
 - Select Adjacent & Non-Adjacent Sheets
- **Link Worksheets:**
 - Within A Single File
 - To an External Files

ADVANCED FUNCTIONS

- IF Function
- Subtotals
- Conditional Formatting:
 - Create, Edit & Replicate
 - Apply formatting to a cell based on it's value
 - Apply formatting to the Entire Row Based on a Cell Value in that Row

3D RANGES

- 3D Range References
- Create & Maintain Ranges:
 - Within Worksheets in a Single File
 - Between External Files

SECURITY

- Protect Cell Ranges
- Protect Sheets
- Password Protect Files (Read Only & Restrict Opening)

WORKING WITH EXCEL DATA

- **Sort Data Lists:**
 - By Data Value(s)
 - By Cell/ Font Colour
- **Group & Ungroup:**
 - Rows & Columns
 - Using Outline Levels
- **Subtotals:**
 - Applying into Datasets
 - Adding Page Breaks
 - Adding Summary Rows
- **Filter Data:**
 - Autofilter
 - Advanced Filter
 - Reapply Filter Criteria
 - Filter by Cell/ Font Colour
- **Validation Rules:**
 - Create & Apply
 - Reuse to Apply to Other Data Ranges (for Dates, Numbers & Text Lists)
 - Update

CUSTOM VIEWS

- Create, Update & Delete
- Include Hidden Rows, Columns, Filter Settings




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Online Training Courses
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Instructor Led
&
Fully Interactive

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