

Professional Delivery – Printed Workbooks – Step-by-step Reference Guide – Certificates – After Course Support

Aim: The aim of this course is to provide an experienced user of Excel the confidence to use some of the more advanced functions, use Excel as a database (lists) and summarise data over multiple sheets.

Course Objectives.

- **Review Absolute Cell Addressing**
- **Create and use Named Ranges**
- **Apply the IF and nested IF functions**
- **Use SUMIF and COUNTIF functions**
- **Use the VLOOKUP function**
- **Use Excel as a database**
- **Use tools - Freeze Panes, Data Form, Filters, Flash Fill (2013+), Sub Totals and Pivot Tables**
- **Apply data validation**
- **Apply conditional formatting**
- **Understand grouping multiple sheets – entering data**
- **Work with calculations across multiple sheets**
- **Apply protection to workbooks, worksheets and cells.**

Explanation / Example

- Fixing part of a calculations formula so that it doesn't change when copied to other cells
- Give a group of cells a name and use the names as a quick way to highlight or use in formulae
- Performs a test and gives a result if test is met and a different result if the test is not met.
- Sum numbers when a condition is met. Count entries in cells if a condition is met.
- Used to search for information in a table of data and return back information from another column
- Understand how to set up a spreadsheet for database use (lots of columns)
- Useful tools to fix headings, enter and edit data, filter information, automatic subtotalling and summarising information when working with large data sets.
- Set rules to test for valid data entry and create pick lists
- Format cells dependent on their value
- Group sheets together for entering and formatting data.
- Perform calculations across sheets. E.g. A sheet for each month of the year and a summary sheet which dynamically calculates the sales from each sheet
- Assign a password to be entered when a workbook is opened or allow read only on entering the password. Format a spreadsheet as read only and lock down specific cells allowing a user to only edit data in specific cells, protecting any formulas from being overwritten.

