



Basic	Intermediate	Advanced
<ul style="list-style-type: none"> <li>• Exploring Excel</li> <li>• Basic Workbook Skills</li> <li>• Basic Formulas and Functions</li> <li>• Formatting Data and Cells</li> <li>• Copying and Moving Data</li> <li>• Printing</li> <li>• Working with Columns &amp; Rows</li> <li>• Using Large Spreadsheets</li> <li>• Named Ranges</li> <li>• Managing Worksheets</li> <li>• Grouping Worksheets</li> </ul>	<ul style="list-style-type: none"> <li>• Absolute &amp; Relative Cell references</li> <li>• Working with Functions eg;               <ul style="list-style-type: none"> <li>○ LOGICAL                   <ul style="list-style-type: none"> <li>▪ IF Function</li> <li>▪ SUMIF / COUNTIF</li> <li>▪ AND and OR conditions</li> </ul> </li> <li>○ LOOKUP &amp; REFERENCE                   <ul style="list-style-type: none"> <li>▪ V &amp; H Look-ups</li> </ul> </li> <li>○ DATE &amp; TIME                   <ul style="list-style-type: none"> <li>▪ DATEDIF</li> <li>▪ YEAR / MONTH / DAY</li> <li>▪ NETWORKDAYS</li> <li>▪ WORKDAY</li> <li>▪ YEAR FRAC</li> </ul> </li> <li>○ MATH &amp; TRIG                   <ul style="list-style-type: none"> <li>▪ INT</li> <li>▪ ROUNDOWN</li> </ul> </li> </ul> </li> <li>• Working with Data (sorting &amp; filtering)</li> <li>• Database Functions</li> <li>• Data Forms</li> <li>• Tables</li> <li>• Charting with Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Working with Advanced Functions &amp; Formulas               <ul style="list-style-type: none"> <li>○ FINANCIAL</li> <li>○ TEXT</li> </ul> </li> <li>• Analysing Data with Pivot Tables</li> <li>• What-if Analysis</li> <li>• Data Tables</li> <li>• Working with Outlines</li> <li>• Working with External Data</li> <li>• Collaboration Tools</li> <li>• Auditing Workbooks</li> <li>• Advanced Charts</li> <li>• Excel Macros</li> </ul>