Microsoft Excel 365 – Outline of Courses

Please email wendy@buildyourskill.co.uk for more details on each course.

Introduction

- **Exploring Excel**
- **Basic Workbook Skills**
- **Basic Formulas**
- **Basic Functions**
- **Formatting Data and Cells**
- **Basic Conditional Formatting**
- **Copying and Moving Data**
- **Printing**
- **Working with Columns and Rows**
- **Using Large Spreadsheets**
- **Working with Data**
- **Named Ranges**
- **Managing Worksheets**
- **Grouping Worksheets**
- **Working with Percentages (%)**
- **Basic Invoices**

Intermediate

- **Working with Data**
- **Filtering Data**
- **Filling Data**
- **Managing Workbooks and Print Options**
- **Summarising Data** - using subtotal, consolidate and 3D formulas
- **Data Validation** (drop down lists)
- **Absolute & Mixed Cell References**
- **Formulas & Functions;**
  - IF Function
  - IFERROR function
  - Intro to NestedIF / IFS
  - SUMIF/COUNTIF/AVERAGEIF
  - V & H Lookups
  - Date and Time functions
  - Advanced Conditional Formatting
- **Database Functions**
- **Data Forms**
- **Tables**
- **Charting with Excel**
- **Basic Pivot Tables**

Advanced

- **Data Tables**
- **Analysing Data with Pivot Tables**
- **Working with Advanced Formulas and Functions;**
  - Nested IF / IFS function
  - CountIFS/SUMIFS/MAXIFS/MINIFS
  - XLookup/Match & Index functions
  - Switch function
  - Date & Time functions
  - Year & Year Frac functions
  - Financial functions
  - Text functions
- **Advanced Visualisation (graphs)**
- **Dashboards**
- **What-if-Analysis**
- **Using Macros**
- **Useful Tips and Other Features;**
  - Arrays & Auditing
  - Trace Precedents
  - Formula Errors
  - Protection of workbooks, worksheets and cells