



Please email wendy@buildyourskill.co.uk for more details.

Half-Day Training [09:30 to 12:45] - Course Outline

Exploring Excel

- Customising the ribbon
- Using templates

Basic Formulas

- Adding, subtracting, multiplying & dividing

Basic Functions

- Autosum, average, count, max & min

Managing Workbooks

- Formatting & worksheet techniques
- Page set-up and print options

Working with Data

- Sorting (2 or more fields) / custom sorts
- Auto / Advanced filtering / Filter Function
- Filling data quickly

Summarising Data

- Using subtotal (*to quickly find sum, average, count etc on sorted data*)
- Using 3D formulas (*totalling data from identical sheets into a master sheet*)
- Using the consolidate function (*totalling data from non-identical sheets into a master sheet*)

Tables

- Creating and editing tables (*adding rows, columns & formulas and using slicers to find information quickly*)

Data Validation

- Drop down menus (*creating lists to help with accurate data input*)
- Basic data validation & error messages (*to help with accurate data input*)

Absolute cell referencing & named cells

- Absolute (*using \$ to fix reference cell into position*)
- Named cells (*naming individual cells and ranges*)

Conditional Formatting

- Basic conditional formatting (*colour-based formatting to highlight, emphasise & differentiate data*)

Basic Pivot Tables

- Introduction to PT's (*quickly summarise large amounts of data without changing the layout of the original data*)