



Microsoft Excel 365 - Outline of Courses



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

Introduction	Intermediate	Advanced
<ul style="list-style-type: none">• Exploring Excel• Basic Workbook Skills• Formatting Data and Cells• Copying and Moving Data• Printing Options• Working with Columns and Rows• Using Large Spreadsheets• Basic Formulas<ul style="list-style-type: none">○ Add/Subtract/Multiply/Divide• Basic Functions<ul style="list-style-type: none">○ Autosum/Average/Count/Max/Min• Basic Conditional Formatting• Working with Data<ul style="list-style-type: none">○ Sorting & Filtering• Managing Worksheets• Grouping Worksheets <i>(to edit data simultaneously)</i>• Using the \$ <i>(in formulas)</i>• Working with Percentages (%)• Named Ranges	<ul style="list-style-type: none">• Working with Data - sorting & creating & custom sorts• Filtering Data - auto & advanced• Filling Data - growth series & flash fill• Managing Workbooks and Print Options - worksheet techniques & page set-up options• Linking Data - summarising worksheets (3D formula) and workbooks• Creating and working with Tables• Data Validation (drop down lists)• Working with Absolute (\$) & Mixed Cell References• Formulas & Functions;<ul style="list-style-type: none">○ IF & IFERROR function○ SUMIF/COUNTIF/AVERAGEIF○ Lookup functions○ DatedIF function• Advanced Conditional Formatting<ul style="list-style-type: none">○ New rule with AND/OR/IF○ Highlighting entire row• Charting with Excel• Basic Pivot Tables• Protecting Workbooks, Worksheets & Cells	<ul style="list-style-type: none">• Summarising Data<ul style="list-style-type: none">○ Subtotal/Outlines/3D formulas○ Consolidate Function○ Filter function• Analysing Data with Pivot Tables (including PowerPivot & Power Query)• Working with Advanced Formulas and Functions;<ul style="list-style-type: none">○ Nested IF / IFS function○ CountIFS/SUMIFS/MAXIFS/MINIFS○ Lookup functions○ Date & Time functions○ Year & Year Frac functions• Advanced Conditional Formatting<ul style="list-style-type: none">○ Highlighting entire row○ Using lookups & dropdown lists• Advanced Visualisation (graphs)• What-if-Analysis<ul style="list-style-type: none">○ Scenarios & Goal Seek• Using Macros• Data Validation (dropdown from a dropdown)• Useful Tips and Other Features;<ul style="list-style-type: none">○ Using Chat GPT in Excel○ Arrays & Auditing / Formula errors○ Input Mask (e.g. hide all but last 4 digits of a credit card)