Microsoft Excel 365 – Outline of Courses

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

Level 1 (Introduction)

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

Level 2 (Intermediate)

- **Working with Data**
- **Filtering Data**
- **Filling Data**
- **Managing Workbooks and Print Options**
- **Linking Data**
- **Working with Tables**
- **Data Validation** (drop down lists)
- **Absolute & Mixed Cell References**
- **Formulas & Functions;**
  - IF Function
  - IFERROR function
  - Intro to NestedIF / IFS
  - SUMIF/COUNTIF/AVERAGEIF
  - Lookup Functions
  - Formulas in Conditional Formatting
- **Charting with Excel**
- **Basic Pivot Tables**
- **Protecting Workbooks, Worksheets & Cells**

Level 3 (Advanced)

- **Summarising Data** – Subtotalling, 3D Formulas and Consolidation
- **Dynamic Data Manipulation** – Filter, Sort, Sort By, Unique, Sequence, Rand Array
- **Analysing Data with Pivot Tables, Power Query & Power Pivot**
- **Working with Advanced Formulas and Functions;**
  - Nested IF / IFS function
  - CountIFS/SUMIFS/MAXIFS/MINIFS
  - Lookup functions
  - Workday Function
  - Year & Year Frac functions
- **Advanced Visualisation (graphs)**
- **Advanced Conditional Formatting**
- **What-if-Analysis** – Scenarios, Goal Seek & Solver
- **Using Macros & Microsoft Script**
- **Advanced Data Validation**
- **Useful Tips and Other Features;**
  - Using ChatGPT / AI with Excel
  - Arrays & Auditing
  - Trace Precedents & Formula Errors
  - Dynamic Names Ranges