



# Microsoft Excel Intermediate

Students on this Microsoft Excel Intermediate 1 day course will build on their existing knowledge to gain an understanding of Excel analysis using more complex functions and formulas. You will also learn a number of tips and shortcuts to help you save time in your daily Excel tasks.

This course is designed for participants who already have a good understanding of the fundamentals of Excel and wish to progress to the next level.

## Course Details

Skill Level:	<b>Intermediate</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>10 students</b> (max)

## Course Content

### Cell Referencing

- Relative and Absolute References  
What's the difference?
- Relative References
- Absolute References
- Mixed References

### Linking and 3D Formulas

- Thinking in 3 Dimensions
- Working with Multiple Worksheets
- Building 3D Formulas
- Creating Linked Workbooks
- Updating Links

### Lists, Tables and Subtotals

- Sorting Lists
- Filtering Lists
- Lists vs Tables
- Working with Subtotals

### IF Functions

- Logical Functions
- Using True and False
- Using Comparison Operators

### Nested IF Functions

- Building Nested Functions

### Conditional Formatting

- About Conditional Formatting
- Applying Conditional Formatting
- Using Data Bars and Colour Scales
- Modifying Formatting Rules
- Finding and Clearing Formats

### Choose Function

- Using the Choose Function

### Lookup Functions

- Using Lookup Functions
- Lookup
- VLookup
- HLookup

### Index and Match Functions

- Using Index
- Using Match
- Using Index and Match Together



**Mark was really well versed and was able to answer questions that weren't even on the list of topics.**

**He was really encouraging and positive throughout the day!**

**Well worth the time and even better than it could be run at our facility as we were able to get more time in doing this rather than trying to travel somewhere else.**

T. Lothar