



# Microsoft Excel Beyond the Basics

Participants on this half day Microsoft Excel – Beyond the Basics course will gain an insight into relative and absolute references as well as working with lists, subtotals, linking formulas and worksheet protection.

You can learn all of this without having to be away from the office for a full day. The course assumes you have a working knowledge of Excel fundamentals, however people with limited exposure to the software and those who are entering data into spreadsheets created by others will also benefit from attending this course.

## Course Details

Skill Level: **Intermediate**

Duration: **Half Day**

Class Size: **10 students** (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

### Workbook Protection

- Types of Protection
- Protecting Worksheets
- Protecting Workbooks
- Protecting Files

### Lists, Tables and Subtotals

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



*This session was extremely beneficial to me, and Mark was an excellent instructor.*

*He made sure that everyone in the group was comfortable with a theory/idea before moving on, and was more than happy to take time and answer questions/give demonstrations.*

*Overall, this session was very useful, and I am glad that I attended.*

L. Young