



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:	Intermediate
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	6 students (at Keystroke) 10 students (Your Office)

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