

# Microsoft Excel Intermediate

Ever found yourself repeating the same formula over and over, knowing there must be a faster way? This Excel course transforms basic users into confident data wranglers.

Designed for those familiar with Excel fundamentals, you'll master powerful functions, conditional formatting, and advanced lookup features, along with time-saving shortcuts to streamline your daily tasks.



## What You'll Get With This Course



### Live Instructor-Led Training

Highly experienced and approachable trainers



### Comprehensive Materials

PDF manual and training files included!



### eCertificate of Completion

Proudly recognise your achievement



### Lifetime Support

Expert help, always within reach

Skill Level: Intermediate

Duration: 1 Day

Time: 9:00am – 4:00pm

## 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
- XLookup

### Index and Match Functions

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