

Microsoft Excel 365 Intermediate

Duration: 1 Day

This course has been designed for users who already use Microsoft Excel and wish to explore the application further.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Review

- Basic formulae: +, -, *, /
- Displaying formulas
- Autosum and autofill
- Creating and formatting charts
- Exporting worksheets and charts into other applications
- Freeze panes
- Printing options

Functions

- Min, max and average
- Count, counta, countblank
- Countif and sumif

Other Formulae

- % Calculations
- Date and text functions
- Absolute cells
- Watch window

Named Ranges

- Creating a named range
- Using a named ranges in a formula
- Managing named ranges
- Displaying / paste list

Conditional Formatting

- Types of conditional formatting
- Creating your own rules

Working with Worksheets

- Inserting worksheets
- Renaming worksheets
- Deleting, moving, and copying worksheets
- Grouping worksheets
- Creating calculations between worksheets
- Creating calculations across workbooks

Data Lists

- Sorting
- Filtering data
- Subtotals
- Removing duplicates
- Tables

Other Useful Tools

- Quick analysis
- Flashfill
- Sparklines
- Comments and Noes
- Autosum for subtotals and grand totals
- Applying and using auto outline