

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

Functions

- Min, max and average
- Count, counta, countblank
- Countif and sumif
- Date and text functions

Other Formulae

- % calculations
- Absolute cells vs relative cells
- Watch window

Named Ranges

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

Conditional Formatting

- Working with conditional formatting

Working with Worksheets

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

Data Lists

- Sorting
- Filtering data
- Subtotals
- Removing duplicates
- Working with tables

Other Useful Tools

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