Excel Intermediate Course – 1 Day

Introduction to Logical Functions

- Comparison operators
- Create logical test formulas to return TRUE or FALSE
- Use the IF function to return values or formulas in place of TRUE or FALSE
- Use COUNTIF and COUNTIFS to count based on a test
- Use SUMIF and SUMIFS to sum based on a test

Introduction to Lookup Functions

- Use VLOOKUP for exact match lookups
- Use VLOOKUP for approximate match lookups
- Use IFERROR or IFNA to handle NA errors
- Use the HLOOKUP function
- Perform a VLOOKUP across sheets
- Perform a VLOOKUP across workbooks
- New!! XLOOKUP (VLOOKUP and HLOOKUP replacement) - Office 365

Date Functions

- Use WORKDAY and NETWORKDAYS to perform working day calculations

Conditional Formatting

- Apply formatting based on numeric rules eg greater than, less than, between, equal to etc
- Apply formatting based on date values - today, date, this week, this month etc
- Apply formatting based on text rules - contains text or equal to
- Format duplicate or unique values
- Format top and/or bottom values
- Format above/below average values
- Use Data Bars to visually compare numeric data
- Use Colour Scales to visually compare numeric data
- Use Icon Sets to visually represent thresholds/targets
- Edit /delete conditional formats
- Get the order of conditions right
- The 'Stop if true' setting

Working with Excel Tables

- Use Excel Tables
- Use the Excel Table Total Row
- Create formula within an Excel Table
- Use Slicers to filter within an Excel Table
- Create a database using Excel Tables and Data Validation

Introduction to PivotTables

- What is a PivotTable?
- How to set up your data correctly for a PivotTable
- Elements of a PivotTable - PivotTable areas
- Understand the PivotTable cache
- Create a basic PivotTable
- Change the calculations used in a PivotTable
- Show multiple calculations in the same PivotTable
- Format values in a PivotTable
- Show/hide subtotals and grand totals
- Switch between PivotTable layouts
- Switch between and create your own PivotTable Styles
- Update and refresh your PivotTable
- Generate Report Filter Pages
- Slice a PivotTable
- Create a PivotChart