

# Excel Intermediate Course – 1 Day

## Introduction to Logical Functions

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- 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
- Use the dynamic UNIQUE and SORT functions with COUNTIF and SUMIF

## Introduction to Lookup Functions

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- Use VLOOKUP for exact match lookups
- Use XLOOKUP for exact match lookups
- Use VLOOKUP for approximate match lookups
- Use XLOOKUP for approximate match lookups
- Perform a VLOOKUP & XLOOKUP across sheets and workbooks

## Date Functions

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- Use WORKDAY and NETWORKDAYS to perform working day calculations

## Conditional Formatting

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- 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

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- 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

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- 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

