

Microsoft Excel Intermediate

Working with Large Sheets

- Hiding Rows and Columns
- Worksheet Panes
- Freeze Panes
- Split Windows
- Grouping and Ungrouping
- Auto Outline

Working with Data

- Sorting Data
- Filtering Data
- Sort by Colour
- Filter by Colour
- Text, Number & Date Filters
- Format Data As Table

Conditional Formatting

- Built-in Formatting Rules
- Clear Rules
- Manage Rules
- Sort By Condition
- Filter By Condition

Reporting

- Summary Reports
- Subtotalling Data
- Multiple Subtotals
- Removing Subtotals
- Changing Function
- Report Outlining

Data Analysis

- Analysing Data with PivotTables
- Creating a PivotTable
- Modifying a PivotTable
- Changing PivotTable Functions
- PivotCharts

Problem Solving

- Goal Seek
- The Scenario Manager
- Scenario Summaries
- IF Functions
- Nested Ifs
- IFAND, IFOR

Linking in Excel

- Worksheet Linking
- Linking to a second workbook
- Linking Calculations
- Updating /Editing / Breaking Links

Using Macros

- Understanding Macros
- Recording a Basic Macro
- Running a Macro
- Assigning Macro Button to Quick
- Access Toolbar
- Deleting a Macro

Using Paste Special

- Values, Formats and more
- Transpose
- Paste Operators
- Paste Link

Naming Ranges

- Creating Names using Name Box
- Create from Selection
- Name Manager
- Using Named Ranges in Formulae