

Duration 1 day

Pre Requisites

Delegates should first attend the one-day Microsoft Excel Introductory course or have attained a similar level of expertise.

Objectives

By the end of this one day course delegates will feel confident in their ability to use some of the more advanced features of Excel, such as linking spreadsheets, worksheet protection, conditional formatting and formulae such as IF and IFERROR.

Other Versions Available

2003, 2007

Further Learning

Excel Advanced
Excel VBA/Macros

- **Date Calculations**
 - Basic Date Calculations
 - Using the Weekday function
 - Calculating the difference between dates
 - Calculating Working days
 - Using DATEDIF
 - Formatting a Date
- **Working with Multiple Worksheets**
 - Creating a new Worksheet
 - Selecting Cells across Worksheets
 - Entering a Formulae across Worksheets
 - Using Group Edit and Paste Link
 - Splitting a Worksheet into Panes
 - Saving a Workspace
 - Fixing Worksheet Titles
 - Copying and Moving between Worksheets
 - Data Consolidate
- **Worksheet Protection**
 - Protecting Areas of the Worksheet
 - Protecting the Sheet
- **Conditional Formatting**
 - Highlight Cell Rules
 - Top/Bottom Rules
 - Databars, Colour Scales, Icon Sets Tailoring
 - Icon Sets
 - Using Formulae in Conditional Formatting
- **Working with Lists of Data**
 - Using Filter
 - Formatting as a Table
 - Sub-Totals
 - Using Data Form
 - Custom Views
 - Database Functions
- **Templates**
 - Applying a Theme
 - Creating a Template
- **Sparklines**
 - How to create Sparklines
 - Sparkline Options

Course Content

- **Naming and Round**
 - Naming Ranges
 - Preventing Rounding Errors
- **Conditional Functions**
 - Operators
 - Using Text in IF Statements
 - Testing for Errors
 - Other Information Functions
 - Using the CELL function
 - Creating Multiple IF Statements
 - Using AND and OR