

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 advanced formulae such as IF and IFERROR.

Other Versions Available

97, 2000, XP, 2003, 2007

Further Learning

Excel Advanced
Excel VBA/Macros

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
- **Date Calculations**
Basic Date Calculations
Using the Weekday function
Calculating the difference between dates
Adding days, weeks or months
- **Working with Multiple Worksheets**
Creating a new Worksheet
Selecting Cells across Worksheets
Entering a Formulae across Worksheets
Using Group Edit
Using Paste Link
Splitting a Worksheet into Panes
Saving a Workspace
Fixing Worksheet Titles
Copying and Moving between Worksheets
Data Consolidate
- **Protection & Comments**
Adding Comments
Protecting Areas of the Worksheet
Protecting the Sheet
Sharing Workbooks
- **Sorting & Filtering**
Formatting Data as a Table
Sorting
Using AutoFilter
- **Conditional Formatting**
Highlight Cell Rules
Top/Bottom Rules
Databars, Colour Scales, Icon Sets
Tailoring Icon Sets
- **More on Charts**
Creating a Chart
Creating a Chart on a Separate Sheet
Moving a Chart
Formatting Charts
- **Sparklines (Time permitting)**
How to create Sparklines
Sparkline Options

Calculating Working days
Using DATEIF
Formatting a Date
Add-In Functions