

## Course Aims & Objectives

At the end of this course participants will have a better understanding of how formulas are constructed and will have a thorough knowledge of how to structure a spreadsheet and database within Excel.

## Who Should Attend?

This course is specifically for those who already have some experience of Excel and know how to input data into a spreadsheet. It will specifically be of interest to those who are working on spreadsheets created by others but want to know how to set up and manage their own workbooks.

## Course Outline

The course content will include the items listed below.

### Charts, Sheet Layout and Formatting are covered at Core level.

- |   |  |           |         |             |       |              |       |         |       |               |       |         |          |           |         |            |       |          |         |              |          |         |         |           |        |      |         |        |           |
|---|--|-----------|---------|-------------|-------|--------------|-------|---------|-------|---------------|-------|---------|----------|-----------|---------|------------|-------|----------|---------|--------------|----------|---------|---------|-----------|--------|------|---------|--------|-----------|
| <ul style="list-style-type: none"> <li>• Review of Excel Basics.</li> <li>• Understanding the difference between “relative” and “absolute” cell references.</li> <li>• Understanding and using dates in calculations.</li> <li>• Creating Custom formats for dates and numbers.</li> <li>• Using the IF function.</li> <li>• Using VLOOKUP and HLOOKUP functions.</li> <li>• Using the SUMIF(s), COUNTIF(s) and AVERAGEIF(s) functions.</li> <li>• Conditional Formatting.</li> <li>• Working with Text and using common TEXT functions.</li> <li>• Importing data from other sources.</li> <li>• Understand how to construct an effective database within Excel.</li> <li>• Multilevel sorting by more than one field.</li> <li>• Retrieving records using autofilter, custom and advanced filters.</li> </ul> | <ul style="list-style-type: none"> <li>• Prepare <u>basic</u> Pivot Tables.</li> <li>• Understand and use the following key functions:             <table border="0" style="margin-left: 20px;"> <tr> <td>o Average</td> <td>o Lower</td> </tr> <tr> <td>o AverageIF</td> <td>o Max</td> </tr> <tr> <td>o AverageIFs</td> <td>o Mid</td> </tr> <tr> <td>o Clean</td> <td>o Min</td> </tr> <tr> <td>o Concatenate</td> <td>o Now</td> </tr> <tr> <td>o Count</td> <td>o Proper</td> </tr> <tr> <td>o CountIF</td> <td>o Right</td> </tr> <tr> <td>o CountIFs</td> <td>o Sum</td> </tr> <tr> <td>o CountA</td> <td>o SumIF</td> </tr> <tr> <td>o Countblank</td> <td>o SumIFS</td> </tr> <tr> <td>o Exact</td> <td>o Today</td> </tr> <tr> <td>o HLookup</td> <td>o Trim</td> </tr> <tr> <td>o IF</td> <td>o Upper</td> </tr> <tr> <td>o Left</td> <td>o VLookup</td> </tr> </table> </li> </ul> | o Average | o Lower | o AverageIF | o Max | o AverageIFs | o Mid | o Clean | o Min | o Concatenate | o Now | o Count | o Proper | o CountIF | o Right | o CountIFs | o Sum | o CountA | o SumIF | o Countblank | o SumIFS | o Exact | o Today | o HLookup | o Trim | o IF | o Upper | o Left | o VLookup |
| o Average   | o Lower  |           |         |             |       |              |       |         |       |               |       |         |          |           |         |            |       |          |         |              |          |         |         |           |        |      |         |        |           |
| o AverageIF   | o Max  |           |         |             |       |              |       |         |       |               |       |         |          |           |         |            |       |          |         |              |          |         |         |           |        |      |         |        |           |
| o AverageIFs  | o Mid  |           |         |             |       |              |       |         |       |               |       |         |          |           |         |            |       |          |         |              |          |         |         |           |        |      |         |        |           |
| o Clean   | o Min  |           |         |             |       |              |       |         |       |               |       |         |          |           |         |            |       |          |         |              |          |         |         |           |        |      |         |        |           |
| o Concatenate   | o Now  |           |         |             |       |              |       |         |       |               |       |         |          |           |         |            |       |          |         |              |          |         |         |           |        |      |         |        |           |
| o Count   | o Proper   |           |         |             |       |              |       |         |       |               |       |         |          |           |         |            |       |          |         |              |          |         |         |           |        |      |         |        |           |
| o CountIF   | o Right  |           |         |             |       |              |       |         |       |               |       |         |          |           |         |            |       |          |         |              |          |         |         |           |        |      |         |        |           |
| o CountIFs  | o Sum  |           |         |             |       |              |       |         |       |               |       |         |          |           |         |            |       |          |         |              |          |         |         |           |        |      |         |        |           |
| o CountA  | o SumIF  |           |         |             |       |              |       |         |       |               |       |         |          |           |         |            |       |          |         |              |          |         |         |           |        |      |         |        |           |
| o Countblank  | o SumIFS   |           |         |             |       |              |       |         |       |               |       |         |          |           |         |            |       |          |         |              |          |         |         |           |        |      |         |        |           |
| o Exact   | o Today  |           |         |             |       |              |       |         |       |               |       |         |          |           |         |            |       |          |         |              |          |         |         |           |        |      |         |        |           |
| o HLookup   | o Trim   |           |         |             |       |              |       |         |       |               |       |         |          |           |         |            |       |          |         |              |          |         |         |           |        |      |         |        |           |
| o IF  | o Upper  |           |         |             |       |              |       |         |       |               |       |         |          |           |         |            |       |          |         |              |          |         |         |           |        |      |         |        |           |
| o Left  | o VLookup  |           |         |             |       |              |       |         |       |               |       |         |          |           |         |            |       |          |         |              |          |         |         |           |        |      |         |        |           |

*Notes and exercise files will be provided online. The notes will cover Excel Intermediate level. Ongoing email support is offered.*