



COURSE OVERVIEW

You will learn how to:

- Use Count and Sum IF functions
 - Link formulas
- Create custom charts
- Use advanced filters
- Use nested conditional functions IF statements
 - Use lookup functions
- Create Pivot tables & charts
- Data validation and cell protection

Level:
3

Duration:
3 hours



Using Count IF and Sum IF functions

- Using the Count IF function.
- Using the Sum IF function.

Linking formulas across worksheets and files

- Use techniques to build 3D formulas across worksheets onto a summary sheet.
- Create formula links on the same and to different worksheets.
- Creating external formula links.

Creating custom charts

- Create a custom chart from specific data.
- Methods to quickly update data on an existing chart.

Using advanced filters

- Prepare a worksheet to create an advanced filter.
- Create a criteria range for the filter.
- Run the advanced filter.
- Using the copy option for matching records.

Using Nested Conditional Functions IF Statements

- Create standard IF statements.
- Create nested IF statements.
- Use the IFAND and IFOR conditional functions.

Using Lookup Functions

- Use the VLOOKUP function to find specific data within a designated table array data range and return a value from a specific column of the data range.

Creating Pivot Tables and Pivot Charts

- Create a Pivot Table to group and summarise data for business reporting purposes.
- Make changes to the Pivot Table to view data in a range of different perspectives.
- Create a Pivot Chart and use a range of filter options to view business data in a variety of ways.

Data validation and cell protection

- Set data validation on a range of cells by applying settings, input message and error alert details.
- Use circle invalid data.
- Protect cells so that they can't be edited.

Conditional Formatting

- Apply a range of standard types of conditional formatting.
- Create new conditional formatting rules.
- Manage and clear rules.

Use What If and Goal Seek analysis

- Use What IF analysis on a data range.
- Use Goal Seek to provide information on parameters that you set.

Using Sub Totals

- Prepare a list of data to apply sub totals.
- Apply sub totals with various settings.
- View the outline structure of sub totals.
- Automatically create a sub totals chart.

