EXCEL

SOFTWARE SKILLS TRAINING

COURSE OVERVIEW

You will learn how to:

- Use Absolute Formulas
- Building and Linking Formulas
- Use statistical functions
- Formatting charts and worksheets
- Filtering Data
- Use conditional functions
- Use loopkup functions
- Create Pivot tables & charts

Level: 2

Duration: 3 hours

Using Absolute Formulas
- Fixing cell references on a worksheet to keep referring to specific cells.
- Use absolute formulas in a range of calculations to automatically update specific data.

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

Using Statistical Functions
- Use a range of functions to quickly return values relating to average, count, highest, lowest, median of data ranges.
- Examine the full range of statistical functions.

Formatting charts and worksheets
- Create a custom type chart.
- Apply a range of enhancements to add titles, axis titles, data labels etc.
- Using comments on worksheets.
- Using ranges of conditional formatting.

Filtering Data
- Turn a list into Auto filter mode.
- Filter a list for a specific value or item.
- Use a range of number filters on numerical data.
- Use a range of text filters.

Using Conditional Functions IF Statements
- Create standard IF statements.
- Apply a range of logical tests on data.
- Use a range of operators and expressions on setting criteria on values if true or false.

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.