



# Excel Beyond the Basics

## Target Audience

Aimed at regular users of Excel, this comprehensive one day event will look at a wide range of features, functions and tricks to help you manage large and complex workloads, be more productive and save time

## The Content

### Using Absolute Referencing in Formulae

- \* Cell Absolutes
- \* Partial Absolutes - Row & Column
- \* Tips and Tricks
- \* The Formulae Auditing Tools

### Range Names

- \* The benefits of using range names
- \* Rules for creating range names
- \* An alternative to using absolute referencing
- \* Creating range names from headings
- \* Using range names to navigate
- \* Pasting range names into a formulae
- \* Tips & Tricks

### Data Consolidation

- \* Consolidating data across worksheets
- \* Consolidating data across workbooks
- \* Creating links

### Sorting

- \* The pitfalls of sorting - tips & tricks
- \* Removing empty columns / rows quickly using select blanks feature
- \* Sorting Data using Custom Lists
- \* Multi-level sorting

### Subtotalling & Outlining

- \* The Functions available
- \* Multiple Sub-Totals
- \* Using the Outline feature

### Data Tables

- \* The Table Design Tools
- \* Using the total row feature
- \* Filters in tables
- \* Removing Duplicates
- \* Calculated Columns

### Conditional Formatting

- \* An introduction to Conditional Formatting
- \* Highlight cell rules
- \* Top & Bottom rules
- \* Data Bars
- \* Colour Scales
- \* Icon Sets

### Pivot Tables

- \* The Pivot Table Design Tools
- \* Changing the Structure / Pivoting
- \* Using SUM, AVERAGE, MAX, MIN, COUNT
- \* Subtotals & Grand Total
- \* Grouping data by Date
- \* Grouping data by Value
- \* Grouping data by Text
- \* Running Totals
- \* Percentages
- \* Pivot Table Styles for quick formatting
- \* Report Layouts - Compact, Outline & Tabular
- \* Filtering Pivot Tables using Slicers
- \* Seeing the Details using Drill Down
- \* Calculated Fields
- \* Using Show Report Filter Pages to offset reports to separate sheets

### Creating a Pivot Chart

- \* The benefits of Pivot Charts
- \* The Pivot Chart Design Tools

### Lookups

- \* VLOOKUP and HLOOKUP
- \* Error trapping using IFERROR
- \* Nesting IFERROR with VLOOKUP and HLOOKUP

### Logical Functions

- \* The IF Function
- \* Nesting multiple IF's
- \* Nesting IF with AND, OR Functions
- \* SUMIF
- \* COUNTIF

## Virtual Classroom Set-Up

The Fast Track Virtual Classroom is currently choosing Microsoft Teams as our main Conference platform. Therefore, before joining the Virtual Classroom you will need to download Microsoft Teams.

## Delegate Pre-Requisites

All delegates should have a sound knowledge of building formulae using operators and functions.

Delegates should be able to use absolute and relative referencing and be familiar with autofill techniques or have attended the **Excel - The Basics** course available

## Course Duration

This is a One Day Course

## Course Details

Courses commence at 9:30 a.m. through to 4:30 p.m.

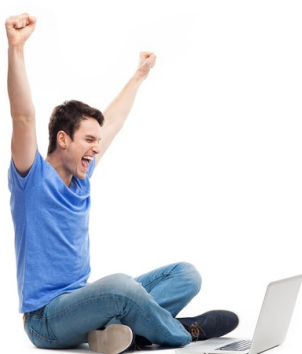
All delegates will receive Training Courseware following the courses in pdf format together with a Course Attendance Certificate

## Corporate Courses

Virtual Classroom Corporate courses are available

## Modular Courses

Bite-sized 'modular' courses are available where you can build your own day course covering the topics that suit you - these are half day modules that you can mix and max



Call us on 01527 836840

Our team will be happy to give you the options and pricing

Email [sales@fasttrackcomputertraining.co.uk](mailto:sales@fasttrackcomputertraining.co.uk) Website [www.fasttrackcomputertraining.co.uk](http://www.fasttrackcomputertraining.co.uk)