

About this course

This course builds upon the foundation skills to show you the correct way to write functions, use cell names to simplify formulas and how to link formulas across worksheets and workbooks.

You'll also learn how to filter lists and create charts, and will explore the benefits of using Excel Tables and powerful features like conditional formatting to spotlight data automatically.

This course is filled with smart ways to work in Excel which can save you time and frustration.

What you'll learn

Worksheets

- Adding & deleting worksheets
- Moving & copying worksheets
- Renaming worksheet tabs
- Colouring worksheet tabs
- Grouping worksheets

Panes & windows

- Split screen
- Freeze panes
- Arranging windows

Cell & range names

- Why name cells & ranges?
- Naming a cell or a range
- Managing named cells

Creating functions

- Typing in functions
- Using Insert Function
- IF, Today, ROUND & PMT

Linking Formulas

- Formulas between worksheets
- Formulas between workbooks
- Editing & managing links

Conditional Formatting

- Add Conditional Formatting
- Data bars, colour scales
- Icon Sets
- Select conditional formatting
- Edit conditional formats
- Delete conditional formatting
- The Quick Analysis Tool

Themes

- Understanding themes
- Creating your own theme
- Applying cell styles

Sorting & filtering lists

- Sorting A-Z/Z-A
- Sorting on multiple columns
- Applying filters

Tables

- Tables in Excel
- Creating a table
- Adding rows & columns
- Adding a total row
- Sorting & filtering in tables
- Formatting a table
- Creating a slicer
- Converting tables to data

Charts

- Creating a chart
- Formatting a chart
- Changing chart types
- Adding data to a chart
- Filtering a chart
- Removing data from a chart
- Advanced chart formatting
- Printing charts
- Chart templates

Get in touch

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