

About this course

An intermediate level course designed for those who regularly work with large lists of data.

This course gathers together all the most useful elements for managing lists from simple (but invaluable) topics like Freezing Panes & Custom Views through to creating Subtotals, Excel Tables and PivotTables.

You'll also learn how to ensure that data is entered correctly with Data Validation and automatically spotlight data with Conditional Formatting.

Get in touch

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What you'll learn

Worksheets

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

Panes & windows

- Split screen
- Freeze panes
- Arranging windows

Custom views

- Create custom views
- What custom views include
- Switch between custom views
- Add Custom Views to toolbar

Data validation

- Applying data validation
- Input & Error alert messages
- Creating drop down lists
- Circling invalid data

Conditional formatting

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

Sorting and filtering lists

- Sorting A-Z/Z-A
- Sorting on multiple columns
- Applying filters
- Filter by colour
- Text, number & date filters
- Custom filters
- Clearing filters

Excel 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 a table to data

Grouping and Outlining

- Using automatic outlining
- Manually outlining data
- Removing outlines

Subtotals

- Setting up data for subtotals
- Inserting subtotals
- Subtotal options

PivotTables

- Creating a PivotTable
- Changing PivotTable fields
- Refreshing & updating data
- Filtering Pivot data
- Grouping data
- Calculated fields
- Formatting a PivotTable
- PivotTable layouts
- Slicers
- Timelines
- PivotCharts

