



Intermediate⁺ Microsoft Excel

A skills workshop for users who regularly work with complex excel spreadsheets. Users will learn how to manipulate complex data sets with ease and present data in a range of charts to make it easier to spot trends or monitor costs. This workshop will help users advance their skill set by learning to work with advanced formulas, lists as well as working with SPARKLINES and PivotTable skills.

1 Day Course Includes:

- Updating spreadsheets more quickly with named ranges
- Working with Excel TABLES to filter and analyse data
- Developing PivotTable skills with more complex spreadsheets
- Nesting functions: IF, AND, OR
- Making errors easier to understand using IFERROR
- The Maths Functions: SUMIF(S), COUNTIF(S) AND AVERAGEIF(S)
- Working with text: the TRIM, FIND, MID & VALUE functions
- Consolidating data across multiple worksheets & workbooks
- Searching databases using MATCH and INDEX functions
- Using Slicers to work with PivotTable data
- Working with SPARKLINES
- Creating a visual Dashboard in Excel