

Course Content (1 full day)

Planning your Workbook

- Plan your Excel workbook

Workbooks & Worksheets

- Set workbook defaults
- Protect worksheets & workbooks

Working with data in Excel

- Create new custom lists
- Import new custom lists
- Edit custom lists

Formatting in Excel

- Create custom formats
- The format painter
- Types of conditional formatting
- Apply conditional formatting
- Copy conditional formatting
- Format as a table
- Use cell styles
- Protect cells

Linking data

- Link data within a workbook
- Link data between worksheets
- Link data between workbooks

Formulas & functions

- Search for functions
- Relative cell referencing
- Absolute cell referencing

Using names in excel

- Use names to make cell absolute
- Use names to find data
- Name cells using the name box
- Define a name
- Create names

Logical functions

- IF function
- AND function
- OR function

Lookup functions

- VLOOKUP function
- HLOOKUP function
- Find an exact match
- Search within a range

Data validation

- Creating manual drop-down lists
- Using names to create drop-down lists

Sorting data

- Sort data in alphanumeric order
- Sort data by multiple columns
- Sort data by month or week day
- Sort part of a table

Filtering data

- Filter data
- Use a custom filter
- Use wildcards in a filter
- Clear a filter