

## Master List of Objectives in Excel

The following is a list of all of the objectives which we offer in Excel. If they are included in one of our standard courses, this is noted. If you would like us to create a bespoke course for you, just let us know which topics you need and we will put a course together based around those topics.

### Excel Basics (all provided in Excel Beginner course)

- The Excel Interface
- Spreadsheets, worksheets and workbooks
- Worksheet navigation
- Selecting cells and ranges
- Saving and managing files and folders
- Data Entry tips and tricks
- Worksheet management
- Basic Cut, Copy and Paste
- Setting Up for Printing

### Formulas and Functions

- Basic Formulas (Beginner and Intermediate courses), including operator precedence, copying formulas and absolute referencing
- Advanced absolute referencing (Advanced course)
- Basic Functions, including SUM, AVERAGE, COUNT, MIN, MAX, COUNTA, COUNTBLANK (Beginner and Intermediate courses)
- The IF function (Intermediate course)
- Nesting with the IF function, including with AND and OR (Advanced course)
- The IFS function (Advanced course)
- Conditional Summary Functions, including SUMIF, AVERAGEIF, COUNTIF, SUMIFS, AVERAGEIFS, COUNTIFS, MINIFS and MAXIFS (Intermediate course)
- Functions for working with dates, such as TODAY, NOW, DAYS, DATE, DATEDIF and NETWORKDAYS
- Referencing cells from other worksheets and workbooks in your formulas
- Using named cells and ranges in formulas
- Text functions, including LOWER, UPPER, PROPER, TRIM, LEFT, RIGHT, MID, CONCAT, TEXTJOIN, TEXTSPLIT...
- The SUBTOTAL function
- Mathematical functions, such as PRODUCT, ROUND, ROUNDUP, ROUNDDOWN, BASE.
- LOOKUP, HLOOKUP and VLOOKUP functions (Advanced course)
- CHOOSE, INDEX, MATCH and INDIRECT (Advanced course)
- XLOOKUP function (Advanced course)
- Functions which use dynamic arrays, such as UNIQUE, SORT, FILTER, SORTBY (Advanced course)
- Information functions, such as ISBLANK; plus IFERROR (Advanced course)
- Financial functions, such as PMT, FV, NPV, EFFECT... (Advanced course)

## **Formatting**

- Basic formatting, including fonts, alignment, number formatting, borders... (Beginner course)
- Basic Conditional Formatting (Intermediate course)
- Advanced Conditional Formatting using formulas (Advanced course)

## **Charts and Graphs**

- Basic charts (Beginner course), including column/bar charts, line charts and pie charts
- Sparklines (Intermediate course)
- Advanced charts, using secondary axes, trendlines and forecast worksheets (Advanced course)
- Gantt Charts

## **Miscellaneous Excel Tools**

- Sorting and Filtering (Beginner course)
- Advanced Filters (Advanced course)
- The Find and Replace tool (Intermediate course)
- Paste Special (Intermediate course)
- Formatting as a table (Intermediate course)
- Comments and Notes (Intermediate course)
- Data Validation which is used to control data entry and to create drop-down lists (Intermediate course)
- Quick Analysis tool (Intermediate course)
- Remove Duplicates tool (Intermediate course)
- Tools to control your view of worksheets and workbook (Intermediate course)
- Protecting Data (Intermediate course)
- Flash Fill (a tool which can be used to automatically create data based on existing data)
- Subtotal tool
- Formula Auditing tools, such as Trace Dependents/Precedents, Watch Windows, Error Checking and Evaluating Formulas
- Introduction to PivotTables and PivotCharts
- Recording basic macros
- Creating and applying scenarios