

## Excel Intermediate Objectives for a One-day Course (6 hours)

### **Basic Formulas**

- Building a basic formula
- Operator precedence (BODMAS)
- Copying formulas
- Absolute Referencing

### **Basic Functions**

- SUM, AVERAGE, COUNT, MIN, MAX, COUNTA, COUNTBLANK
- AutoSum menu
- Function Tool
- Status Bar display
- Formula AutoComplete
- Formulas tab

### **The IF Function**

### **Find and Replace Tool**

### **Paste Special**

- Paste Options
- Paste Special Tool
- Pasting into other applications (e.g. Word, PowerPoint)

### **Comments and Notes**

- Creating, Editing and Deleting
- Hiding and Showing
- Moving
- Formatting
- Printing

### **Data Validation**

- Creating Rules
- Data Validation Styles
- Creating custom messages
- Creating drop-down lists
- Circling Invalid Data

## **Conditional Formatting**

- Data Bars
- Colour Scales
- Icon Sets
- Top & Bottom Rules
- Highlight Cells Rules
- Editing Rules
- Managing Rules

## **Quick Analysis Tool (2013 onwards)**

### **Worksheet Views**

- Alternative views
- Zooming
- Freezing Panes
- Arranging Multiple Windows on-screen

### **Conditional Summary Functions (optional)**

- SUMIF
- AVERAGEIF
- COUNTIF
- SUMIFS
- AVERAGEIFS
- COUNTIFS
- MINIFS and MAXIFS (365 onwards)

### **Remove Duplicates Tool (Optional)**

### **Protecting Data (Optional)**

- Unlocking cells
- Protecting the worksheet
- Hiding rows & columns
- Hiding formulas
- Allowing Users to Edit Ranges
- Protecting the workbook structure
- Encrypting the file
- Passwords to open or modify

### **Charts (optional)**

- Creating (including selecting the correct data range)
- Recommended Charts
- Main Chart types:
  - Column/Bar
  - Funnel (2016 onwards)
  - Line
  - Pie
- Resizing and moving

- Adding and controlling chart elements
- Formatting the chart
- Filtering the chart
- Printing charts

### **Sparklines (Optional)**

- Creating single sparklines or groups
- Formatting
- Axis Options

### **Formatting as a Table (optional)**

- Creating and Formatting the table
- Adding to the table
- Structured Referencing – and how to turn it off
- Controlling the Total Row
- Converting to a Range