

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)
- 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)

Functions not currently in a Standard course – all recommended for **Intermediate or **Advanced Delegates****

- 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.

- Database Functions, such as DSUM, DCOUNT, DGET and DSTDEV

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 (*not currently in a standard course, but recommended for **Advanced** delegates*)

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) (*not currently in a standard course, but recommended for any delegates*)
- Subtotal tool (*not currently in a standard course, but recommended for **Intermediate** or **Advanced** delegates*)
- Formula Auditing tools, such as Trace Dependents/Precedents, Watch Windows, Error Checking and Evaluating Formulas (*not currently in a standard course, but recommended for **Intermediate** or **Advanced** delegates*)
- Introduction to PivotTables and PivotCharts (*not currently in a standard course, but recommended for **Advanced** delegates*)
- Recording basic macros (*not currently in a standard course, but recommended for **Advanced** delegates*)
- Creating and applying scenarios (*not currently in a standard course, but recommended for **Intermediate** or **Advanced** delegates*)