



Corinium
Training

Excel Intermediate – 1 day

For Versions:

Excel 2010, 2013, 2016, 2019 and Office365

Prerequisites:

Attendees should be familiar with the modules from the Excel Introduction or happy with creating formulas such as SUM, COUNT and using AutoSum.

Course Outline:

Managing Large Worksheets

Comparing data in Rows and Columns

Freeze Panes

Row and Column Hiding

Outline View

Managing Worksheets

Copying worksheets

Moving worksheets

Using grouped worksheets

Linking Data between different worksheets

Linking Data between different files

Editing/Fixing Links

Using Range Names

Working with range names

Jumping to a named range

Assigning names

Using range names in formulas

Creating range names from headings

Using Advanced Functions

Using the VLOOKUP function

Using the HLOOKUP function

Using the IF function

Summarising with CountIF, SumIF and AverageIF

Using Paste Special

Working with Paste Special

Copying values between worksheets

Copying formulas between worksheets

Dates and Times

Date and Time Functions

Dates in Formulas

Using Conditional Formats

Applying conditional formats (e.g. Traffic Light System)

Changing a conditional format

Editing a conditional format rule

Creating a custom format

Using Worksheet Protection

Unlocking cells in a worksheet

Protecting a worksheet

Unprotecting a worksheet

Protecting workbook windows

Unprotecting workbook windows

Assigning a password

Opening a password protected file