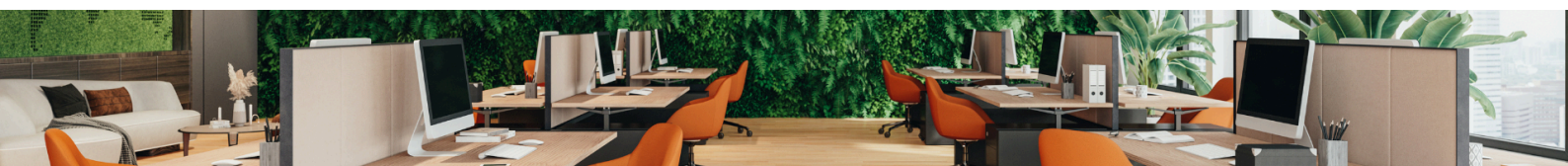# microsoft excel
Intermediate

PROGRAM OVERVIEW:

This training program is designed to address the toolsets that take participants from beginner to high productivity user. The course covers the two most requested areas after the introduction level – the first looks at LOOKUP functionality (including INDEX/MATCH) and IF functions, and how to work with large data ranges effectively through named ranges. The second area looks at advanced database manipulation techniques and takes a deep dive into effective methods of extracting meaning from Excel databases quickly.

KEY LEARNING OUTCOMES:

- Learn to build well-structured LOOKUP, CHOOSE and INDEX/MATCH functions, so they're easy to create, deploy and modify
- Understand how to create well-designed IF functions, then building on this to create "nested" functions (functions within functions)
- Understand how to use named ranges to turn large datasets into easily controllable areas, making building complex formulas easier
- Move past basic filtering to create high-level filtering structures that automatically calculate, as well as perform both AND and OR-related functions
- Learn to build and manipulate PivotTables quickly, including using Slicers to apply filter conditions to multiple pivot tables at the same time

DURATION:

- 1x day
- Customisation and timeframes can be adjusted according to each group.

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TOPICS:

Absolute and Mixed References
- Absolute reference overview
- Creating absolute references (for example A1)
- Creating mixed references (for example A$1 and $A1)

Named Ranges
- Rules for naming ranges
- Absolute references versus named ranges
- Using named ranges as a "go to" tool
- The Name Manager
- Naming tables and larger ranges
- Creating dynamic named ranges with tables

IF and Logical Functions
- IF functions overview
- IF functions returning text
- IF functions with absolute references
- Integrating named ranges into your formulas
- IF functions returning numeric values
- Nested IF functions
- AND / OR functions
- IF ERROR functions

PivotTables
- Summing with PivotTables
- Using multiple fields
- The PivotTable Analyse and Design ribbon tabs
- Counting data
- Filtering within the PivotTable
- Filtering using Slicers
- Placing multiple PivotTables on one sheet
- Using Slicers across multiple Pivot-Tables
- Showing database subsets
- Showing blank cells as zero
- Formatting numeric values
- Formatting the PivotTable
- Subtotals and grand totals
- Regrouping Dates
- Filtering using Timelines
- Comparative calculations
- Creating Pivot Charts
- Modifying Pivot Charts

LOOKUP Functions
- VLOOKUP - range match
- VLOOKUP - exact match
- VLOOKUP - exact match within databases
- INDEX/MATCH
- CHOOSE

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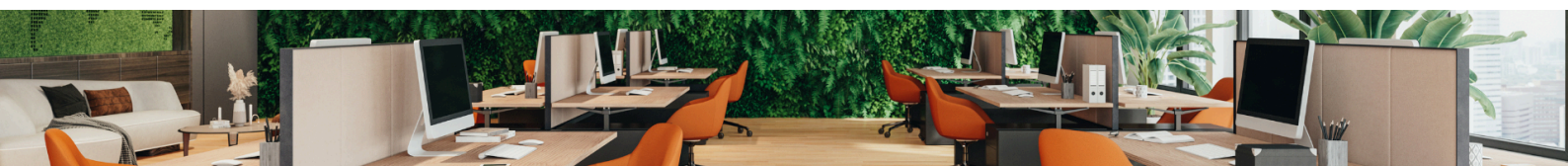
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Intermediate

Subtotalling and Grouping
- Creating groups using Auto Outlining
- Creating manual groups
- Using the Subtotal tool
- Creating nested subtotals
- Copying subtotalled lists

Data Validation
- Numeric validation
- Providing guidance via input and error messages
- Date validation
- Creating data lists
- Copying data validation
- Identifying cells with invalid data

Custom Formatting
- Numeric and text custom formats
- Formatting numbers with text characteristics
- Using Format Painter to copy custom formats
- Combining text with number formatting
- Positive; Negative; Zero; Text structures
- Lining up along decimals

Excel Tables
- Creating and naming Excel tables
- Filtering and formatting Excel tables
- Removing duplicates
- Adding total rows
- Converting Excel tables to ranges

Advanced Filters
- AND/OR solutions with the Advanced Filter
- Using the Advanced filter to extract AND/OR date and number ranges
- Extracting unique values

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