

Excel Intermediate – Course Outline

Duration: 3 hours

Course Description: This course is aimed at regular users of Excel who are familiar with the basics and who need to broaden their knowledge of Excel.

Objectives: On completion of this course, attendees will be able to: create and apply formulas that include date, logical and lookup functions; apply formatting based on conditions; display data in a graphical format with the use of Sparklines.

Pre-requisites: Attendees should have a good basic understanding of Excel and **must** be confident with creating basic formulas (+ - / *)

What will it cover?

Advanced Formatting/Editing

- Create custom number and date formats
- Paste Special

Introduction to Conditional Formatting

- Cell Rules
- Top-Bottom Rules
- Data bars, Gradient fills, Icon sets
- Managing multiple conditional formats

Introduction to Logical IF

- Create a single IF statement

Introduction to VLOOKUP and HLOOKUP

- Create a VLOOKUP formula
- Create a HLOOKUP formula

Introduction to Date Functions

- Calculate dates with NOW and TODAY

Working with Sparklines

- Create and delete a Sparkline
- Format a Sparkline