Duration: 1 Day delivered as 3 hours x 2 modules.

who is it for: Anyone who wishes to develop their Excel skills from a Fundamental level. Topics will be demonstrated by the trainer after attendees will be given practice examples(s).

Assumed Knowledge: Delegates need to be familiar with the basics of Excel and specifically those included in our Excel Fundamental modules.

what is it about The first 3-hour session of Intermediate Level 1 will cover a few review topics and then look at templates and managing data, then move on to formulas and protecting data. The second 3-hour session will cover Linking worksheets and workbook data, managing data. Below shows in more detail the topics.

**Intermediate Excel - Online Training Level 1 module 1 (3 hours)**

**1.5 hours**

**Review topics**

* Including a review of Shortcuts, Basic formulae functions, Absolute References.

**Templates**

* Including Using and Editing Templates; Creating Custom Templates

**Grouping and Managing Worksheets**

* Including, Group Sheets, Move and Copy Sheets

**1.5 hours**

**Conditional Functions**

* Including SUMIFS, AVERAGEIFS, COUNTIFS, IFs

**Text Functions**

* Including, Upper, Lower, Proper, Concatenate and Trim
* **Protecting Workbooks and Worksheets**

**Intermediate Excel - Online Training Level 1 module 2 (3 hours total)**

**1.5 hours**

**Linking Sheets and Files**

* Including Linking sheets and workbooks.
* Window Arrange options
* Window Split and Freeze Panes

**Conditional Formatting**

**1.5 hours**

**Naming Cell Ranges**

* Including Concept and Purpose, Creating and using Named ranges

**Managing Data**

* Including Sorting Data (By Values, By Cell Colour, By Font Colour, By Cell Icons)
* Filter (By Values, By Cell Colour, By Font Colour, By Cell Icons)

**Formulae Auditing Formula View**

* Including, Tracing Precedents/Dependents, Using Watch Window