



LDnH Learning & Development

Excel Tailored Training (Intermediate to Advanced)

Duration:

½ day, 1 day, 2 day (as suits).

Objectives:

We like to provide the best possible experience on our courses; we therefore want the content to be tailored to your needs. Listed below is a list of typical content, but please also check out our specialist half-day courses on topics, such as 'Excel Forms and Macros'. Topics shown in **bold** will always be included in the courses, but other topics can be selected or added. Please enquire using our contact form.

Typical Content:

- **Resume of the basics**
(including using \$Absolute cell addressing)
- **An introduction to using 'Range Names'**
- **Basic Lists & Tables**
- More on 'Range Names'
Using labels and creating Hyperlinks
- Advanced Formatting
Format Painter, Styles & Themes
- Conditional Formatting
Including Data bars,
- Sparklines
- Grouping and Outlining Data
- Using Cell Comments
- Flash Fill
To break down data and merge data in cells
- Linking Data (worksheets & workbooks)
- Date Formulas
- Conditional Formula and Functions
=IF, =SUMIF and more
- Data Validation (including drop-down lists)
- Lookup Formulas (including =VLOOKUP)
- Advanced Tables
- Basic Charts (Graphs)
- Advanced Charts (Graphs)
- Using Graphics (including SmartArt)
- Protecting Data
- Subtotalling
- PivotTables & PivotCharts
- What-if Analysis
Goal Seek, Solver & Scenarios
- Creating Forms
- Recorded Macros

Method:

Trainer-led course with hands-on experience.