

MICROSOFT EXCEL FOR INTERMEDIATE – 1 DAY

Setting Excel Options:

- Overview of Excel Options
- Personalizing Excel Preferences
- Setting Default Fonts and Formulas
- Managing Save Options and File Locations
- Configuring Advanced Options

Formula Referencing:

- Absolute vs. Relative Referencing
- Working with Relative Formulas
- Challenges with Relative Formulas
- Creating Absolute and Mixed References

Filling Data:

- Understanding Data Filling
- Using Flash Fill for Extraction
- Complex Extraction with Flash Fill
- Extracting Dates and Numbers

Defined Names:

- Introduction to Defined Names
- Defining Names from Worksheet Labels
- Utilizing Names in Formulas
- Applying Names to Formulas and Ranges

Essential Functions:

- Introduction to Worksheet Functions
- Using IF Functions for Text and Numbers
- Nesting IF Functions
- Exploring VLOOKUP Function
- Counting and Manipulative Functions
- Rounding Functions and Date Functions

Complex Formulas:

- Scoping and Preparing for Complex Formulas
- Building Complex Formulas Step by Step
- Editing and Enhancing Complex Formulas

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Number Formatting Techniques:

- Applying Alternate Currencies and Date Formats
- Formatting Time and Large Numbers
- Custom Formatting for Fractions
- Utilizing Custom Formats for Alignment

Conditional Formatting:

- Introduction to Conditional Formatting
- Formatting Based on Cell Values
- Advanced Formatting Options
- Data Bars, Color Scales, Icon Sets
- Introduction to Sparklines and Creating Them
- Editing and Customizing Sparklines
- Managing Conditional Formatting Rules

Validating Data:

- Understanding Data Validation
- Creating Number Range Validation
- Adding Messages and Lists to Validation
- Using Formulas as Validation Criteria

Data Linking:

- Introduction to Data Linking
- Linking Between Worksheets and Workbooks
- Managing Linked Data and Names

Goal Seeking:

- Understanding Goal Seeking
- Using Goal Seek for What-If Analysis

Worksheet Tables:

- Understanding and Creating Excel Tables
- Working with Table Styles
- Modifying and Manipulating Table Data

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Pivot Tables:

- Introduction to Pivot Tables
- Creating and Defining PivotTables
- Filtering and Formatting PivotTables
- Slicers and Timeline Filters

Chart Elements:

- Enhancing Charts with Titles and Labels
- Customizing Chart Elements
- Adding Trendlines, Error Bars, Data Tables

GoTo Special:

- Using GoTo Special for Special Cell Selection