Microsoft Excel 365 – Intermediate

Course Title: *Excel 365 Intermediate – Take Your Skills to the Next Level*
Duration: 6.5 hours
Level: Intermediate
Format: In-person or online
Requirements: Basic Excel skills, including navigation, simple formulas, and basic formatting
Excel 365 installed

Course Objective:
By the end of the course, participants will be able to:

- Confidently apply relative, absolute and mixed references
- Work with named ranges and data validation
- Use advanced formatting and data management techniques
- Apply logical, lookup, and text functions
- Create dynamic charts and use conditional formatting effectively
- Analyse data using PivotTables and basic Pivot Charts
- Work with Table Formulas
- Work with Table & PivotTables and Tables and Charts

Course Content

- **Review of the Essentials**
  - Navigation & Selection Shortcuts
  - Formulas and Functions
- **Relative, Absolute and Mixed References**
  - Relative cell referencing
  - Absolute cell referencing
    - How to create using F4
    - When to use
  - Mixed cell referencing
- **Named Ranges**
  - Defining
  - Name Manager
  - Using for workbook navigation & selecting ranges
  - Using in formulae
- **Worksheets and Workbooks**
  - Worksheets
    - Inserting, deleting & hiding
    - Copying & moving
  - Working in Group mode
  - Creating formulae across worksheets & workbooks
- **Protection**
  - Protecting worksheets
  - Locking / unlocking cells
  - Protecting workbooks
  - Sharing workbooks
- **Data Validation**
  - Settings
  - Lists
  - Custom Formulas
- **Logical and Lookup Functions**
  - Logical functions:
    - **IF**, **AND**, **OR**, **IFERROR**
  - Lookup functions:
    - **VLOOKUP**, **XLOOKUP**, and **HLOOKUP**
    - Comparison of Lookup functions
  - Nesting functions for dynamic formulas
  - Text Functions & FlashFill
- **Date & Time**
  - Understanding dates
  - Formatting numbers, dates and time
  - Calculating with date and time
  - **TODAY**, **NOW**, **NETWORKDAYS**
- **Advanced Conditional Formatting**
  - Applying Absolute Cell References
  - Using Formulas
- **PivotTables**
  - Overview
  - Creating: row, columns, filter & values
  - Value field settings
  - Show values as percentages
  - Refresh & change data source
  - Slicers and Timelines
- **Tables - Advanced Features**
  - Naming the Table – dynamic Named Range
  - Table Formulas – using structured references
  - Removing Duplicates
  - Creating with a PivotTable
  - Creating with Charts

GRAVICS LIMITED
EXCEL 365 – INTERMEDIATE

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