

Microsoft Excel Beyond the Basics

Working with Large Worksheets

- Zooming Worksheets
- Freeze Panes and Split Worksheets
- Hide Rows, Columns and Sheets
- Automatic Outlining and Grouping Data

Printing Large Worksheets

- Print Titles
- Insert Page Break and Page Break Preview
- Printing Multiple Sheets

Working with Multiple Worksheets

- Creating 3D Linking Formulas
- Consolidating Data
- Linking Workbooks
- Updating Links Between Workbooks

Working with Dates

- Dates and Times Format
- Date Functions
- Dates in Formulas

Conditional Formulas and Formatting

- Function Review
- The IF Function
- Apply Conditional Formatting
- Managing Conditional Formatting Rules

Working with Tables

- Creating Tables
- Inserting Table Columns and Rows
- Advanced filtering
- Adding subtotals to a list

Documenting and Auditing

- Adding, Editing and Deleting Comments
- Auditing Formulas
- Worksheet and Workbook Protection

** Course content can be modified to suit your organisation*



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