

# 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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