

## **Session: Basic Formulas and Functions**

- **AutoFill**

Quickly copy the contents of a cell by “dragging down”.

Automatically enter sequential dates, days, months.  
Create your own numeric sequences.

- **Formulas and Functions**

Accurately enter an Excel formula so you can perform calculations on your data.

Accurately enter a basic Excel function using SUM, MIN, MAX, AVERAGE and COUNTA

## **Session: Data Analysis with Conditional Formatting, Table Styles and SubTotals**

- **Using the Excel Table Style**

Use Table Styles to format large amounts of data for readability.

Use Table Styles to analyse data.

- **Conditional Formatting**

Apply conditional formatting to analyse specific data based on criteria.

Use data bars, coloured gradients and icons to find specific data.

- **Creating Subtotals**

Create subtotals on sorted data.

Use an Outline to analyse Subtotals

## **Session: Advanced Formula Workshop**

- **Absolute References**

Accurately enter a formula that uses absolute references.

- **Naming Cells and Ranges**

Correctly create named cells and use names in formulas accurately.

- **The IF Function**

Construct an IF function correctly to enter data into cells based on the result of a test.

## **Session: Pivot Tables**

- **Create a PivotTable Report**

Construct a Pivot Table

Add/Remove Pivot Table Fields

Reorganise the PivotTable

Hide Rows and Columns

Work with multiple Data Areas

- **Format the Report**

Use Layout Options

Sort Items

Add/Remove Subtotals

Manage Totals

Change the Subtotal Function

- **Use Advanced Data Field Options**

Use different functions in the Data Area

Use the “Show Data As” Option

Apply numeric formats to the Data Area

## **Session: IF, VLOOKUP, COUNTIFS, and SUMIFS**

- **The IF Function**

Construct an IF function correctly to enter data into cells based on the result of a test.

- **Countifs and Sumifs Functions**

Correctly construct the Countifs function to count up specific values in a range of values.

Correctly construct the Sumifs function to add up up specific values in a range of values.

- **VLookup**

Correctly construct the Vlookup function to find data based on a lookup value.