

Excel Intermediate Online course outline

Courses are delivered on Zoom. Materials/files/recordings/handouts are stored on a platform called [GiraffePad](#). They will be made available for up to a year afterwards.

Format:

- 4 x 90 minute sessions (can be done over 2 days (2 sessions per day) or 4 days (1 90 minute session per day)
- Each session is recorded.
- Homework will be assigned between sessions. Trainer happy to give feedback
- Excel 365 is the Excel version that will be used but most of the topics are relevant for Excel 2010 and later.
- Participants are expected to have Excel and use a laptop. If the participants use a phone/iPad to access the training – functionality will be quite limited.
- While every effort will be made to cover all the material – it is possible – depending on the group that not all topics will be covered completely. If that happens, there will be materials uploaded to the Event Resources for reference

Section	Topics
Revision	Revision of basics – including formulas, fixing cells
Vlookup	Vlookup – same sheet, same file, across workbooks. Using IFerror() function with Vlookup
Pivot Tables/Charts	Pivot Tables: importance of clean data, planning your pivot table, adding slicers, charts, timelines. Refreshing the pivot table
Conditional Formatting If Functions	Conditional Formatting – colour coding your data depending on conditions If functions
Introduction to IFS functions	If time, Introduction to Countifs/sumifs functions

Your Trainer.

Anne Walsh (AKA The Excel Lady – “Hey you, you’re the Excel Lady”) lives in the west of Ireland and is the author of a number of books on Excel. Her website is www.the-excel-expert.com . She likes to put the fun in functions and made Excel as accessible as possible.

- [Create Great Reports in Excel](#)
- [Curious about ways to speed up tedious data cleansing tasks in Excel?](#)
- [How to create great reports in Word](#)
- [How to track your training records in Excel](#)
- [Pivot Tables Explained - Unleash this Excel Superpower and turn your data into gold](#)

Your Excel Survival Kit: Your Guide to Surviving and Thriving in an Excel World" 2nd Edition - is now available on Amazon.com and Amazon.co.uk