

Excel Intermediate Online Course Outline

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