

# Live Webinar - Microsoft Excel Intermediate

**Duration:** 3.5 hours (3 x 45 min sessions with practical exercises to complete in-between each session)

**Delivery Method:** WebEx

**Maximum 10 Delegates**

## About this course

The goal of this live interactive practical webinar is to consolidate existing knowledge of Microsoft Excel and to add to it with technical and useful functions and procedures.

## Key Objectives

- Refresh and consolidate existing knowledge
- Understand use of IFs, Nested IFs and SUMIF
- Apply Conditional Formatting

## Contents

- Existing Knowledge Refresh
  - Calculations and Percentages
  - Advanced Absolute Referencing
- Conditional Formatting / Sparklines
  - The IF Function
  - Using Nested IFs
  - The SUMIF function for Analysis and Reconciliation
- VLOOKUP in Detail for Range and Non-Range Lookups
  - External Cell Referencing and Linked Documents
  - Paste Special
  - Questions, Answers and Requests

## Schedule

- Session One – 45 min
- Practical Exercises and break – 15 min
- Session Two – 45 min
- Practical Exercises and break – 15 min
- Session Three – 45 min
- Practical Exercises and break – 15 min
- Q&A – 30 min