



This course covers the following topics (any items marked with a * will be covered if time allows):

<p>Absolute references</p> <ul style="list-style-type: none">• Absolute cell references• Using the \$ sign <p>Range names</p> <ul style="list-style-type: none">• Creating range names• Editing/deleting range names <p>Conditional formulae</p> <ul style="list-style-type: none">• Creating a single =IF formula• Using =SUMIFS and =COUNTIFS• Combining conditions <p>Conditional formatting</p> <ul style="list-style-type: none">• Creating cell rules• Managing cell rules• Viewing conditional formats• Data bars and icon sets	<p>Basic tables</p> <ul style="list-style-type: none">• Using a spreadsheet as a table• Sorting table data• Filtering table data• Table styles (a warning!) <p>Advanced printing</p> <ul style="list-style-type: none">• Layout versus Preview tab• Print areas and print titles• Setting/removing page breaks• Headers, footers and page numbering <p>Formatting numbers and dates</p> <ul style="list-style-type: none">• Standard number formats• Hiding cell contents• Date formats <p>Working with dates</p> <ul style="list-style-type: none">• Using series fill• Using dates in formulae• TODAY and NOW	<p>Data validation (*)</p> <ul style="list-style-type: none">• Setting validation rules• Input and error messages• Highlighting validated cells• Circling invalid data <p>Protection (*)</p> <ul style="list-style-type: none">• How protection works• Unlocking cells• Turning protection on for a worksheet• Protecting the whole workbook
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Maximum 6 people per course. Scheduled classroom courses include lunch at a local restaurant; you can see how our online training works [here](#). For more information, see <https://www.wiseowl.co.uk/>.