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

Absolute references

- Absolute cell references
- Using the $ sign

Range names

- Creating range names
- Editing/deleting range names

Conditional formulae

- Creating a single =IF formula
- Using =SUMIFS and =COUNTIFS
- Combining conditions

Conditional formatting

- Creating cell rules
- Managing cell rules
- Viewing conditional formats
- Data bars and icon sets

Basic tables

- Using a spreadsheet as a table
- Sorting table data
- Filtering table data
- Table styles (a warning!)

Advanced printing

- Layout versus Preview tab
- Print areas and print titles
- Setting/removing page breaks
- Headers, footers and page numbering

Formatting numbers and dates

- Standard number formats
- Hiding cell contents
- Date formats

Working with dates

- Using series fill
- Using dates in formulae
- TODAY and NOW

Data validation (*)

- Setting validation rules
- Input and error messages
- Highlighting validated cells
- Circling invalid data

Protection (*)

- How protection works
- Unlocking cells
- Turning protection on for a worksheet
- Protecting the whole workbook

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/.