



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

<p><b>Absolute references</b></p> <ul style="list-style-type: none"><li>• Absolute cell references</li><li>• Using the \$ sign</li></ul> <p><b>Range names</b></p> <ul style="list-style-type: none"><li>• Creating range names</li><li>• Editing/deleting range names</li></ul> <p><b>Conditional formulae</b></p> <ul style="list-style-type: none"><li>• Creating a single =IF formula</li><li>• Using =SUMIFS and =COUNTIFS</li><li>• Combining conditions</li></ul> <p><b>Conditional formatting</b></p> <ul style="list-style-type: none"><li>• Creating cell rules</li><li>• Managing cell rules</li><li>• Viewing conditional formats</li><li>• Data bars and icon sets</li></ul>	<p><b>Basic tables</b></p> <ul style="list-style-type: none"><li>• Using a spreadsheet as a table</li><li>• Sorting table data</li><li>• Filtering table data</li><li>• Table styles (a warning!)</li></ul> <p><b>Advanced printing</b></p> <ul style="list-style-type: none"><li>• Layout versus Preview tab</li><li>• Print areas and print titles</li><li>• Setting/removing page breaks</li><li>• Headers, footers and page numbering</li></ul> <p><b>Formatting numbers and dates</b></p> <ul style="list-style-type: none"><li>• Standard number formats</li><li>• Hiding cell contents</li><li>• Date formats</li></ul> <p><b>Working with dates</b></p> <ul style="list-style-type: none"><li>• Using series fill</li><li>• Using dates in formulae</li><li>• TODAY and NOW</li></ul>	<p><b>Data validation (*)</b></p> <ul style="list-style-type: none"><li>• Setting validation rules</li><li>• Input and error messages</li><li>• Highlighting validated cells</li><li>• Circling invalid data</li></ul> <p><b>Protection (*)</b></p> <ul style="list-style-type: none"><li>• How protection works</li><li>• Unlocking cells</li><li>• Turning protection on for a worksheet</li><li>• Protecting the whole workbook</li></ul>
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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/>.