

Microsoft Excel

Proficient User



Use Grouping Tools

- group sheets
- apply grouping to rows
- apply grouping to columns
- copy grouped data
- insert subtotals

Use Formula Auditing Tools

- use the Watch Window tool
- use the Trace Precedents tool
- use the Trace Dependents tool
- display formula used / find a formula
- use the Edit Links tool

Use Excel Tables

- use the Format as Table tool
- use structured references
- insert a slicer
- convert a table to a normal range of cells

Use Named Cells and Ranges

- use a named cell range within a function
- edit / delete a named range
- use a named cell with a formula
- insert a hyperlink to a named cell
- insert a hyperlink to a named cell in a different workbook
- assign a hyperlink to a button

Use an Advanced Filter

- setup an advanced filter
- filter using the And operator
- filter using the Or operator
- remove duplicates
- extract filtered data

Use Data Validation

- validate values entered
- circle invalid data
- validate dates entered
- create a drop-down list using a cell range / named range
- create a drop-down list using comma separated values
- create a cascading drop-down list

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Use the IF Function

- insert the IF Function to test a value cell
- insert the IF Function to test a date cell
- insert the IF Function to test a text cell
- insert the IF Function to test a blank cell
- insert the IF Function to verify a calculation
- insert a nested IF Function
- use the IFS Function
- insert a nested LEN Function

Use the AND Function

- insert the AND Function
- insert a nested AND Function within an IF Function
- insert a nested AND Function to test a range of numbers
- insert a nested AND Function to test a range of dates
- use a nested AND Function with the TODAY Function

Use the OR Function

- insert the OR Function
- insert a nested OR Function within an IF Function

Use Functions to Lookup Data

- troubleshoot VLOOKUP Function errors
- use a named range within a VLOOKUP Function
- use a table name within a VLOOKUP Function
- use the IFERROR Function to replace the #N/A Error
- use a VLOOKUP Function between workbooks
- use a Lookup Value linked to merged data
- use a VLOOKUP Function within an IF Function
- use a VLOOKUP Function within an ISERROR and IF Function
- create a Combo Box linked to a VLOOKUP Function
- use the INDEX Function and the MATCH Function

Use Conditional Formatting

- use a formula to create a text rule
- use the TODAY Function in a rule
- use the AND Function in a rule
- use the OR Function in a rule
- apply a rule to an entire column
- stop a rule if a condition is true
- apply a rule to highlight cells in a row

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Use Tools to Identify Blank Cells

- use the Go To Special tool
- use the COUNTIF Function
- use the COUNTBLANK Function
- use the IF Function
- use the OR Function within the IF Function
- use conditional formatting to highlight blank cells

Use Tools to Find Duplicates

- use the Remove Duplicates tool
- use conditional formatting to highlight duplicate data on a sheet
- use the CONCATENATE Function to find duplicates
- use the COUNTIF Function to find duplicates within a column
- use the COUNTIF Function within an IF Function to find duplicates
- use a PivotTable to find duplicates

Use PivotTables

- resolve PivotTable defaulting to the COUNT Function
- copy a PivotTable
- use the GETPIVOTDATA Function
- change report layout to Outline Form
- customise a PivotTable
- change the formatting of a value field
- insert more than one values field
- insert a calculated field
- insert a calculated item
- apply grouping to date fields
- show report filter pages
- insert a slicer
- change slicer settings

Use Macros

- open a macro enabled workbook
- view existing macros
- display / change a macro shortcut key
- record a basic macro
- save a file as a macro enabled workbook
- record a macro within the Personal Macro Workbook
- record a macro using relative references
- make basic changes to a macro
- delete a macro from a workbook
- delete a macro from the Personal Macro Workbook