

Microsoft Excel - Improvers I

SKILL 1: Evaluation & Review

Core Aspect 1 – Formulas & Functions

SKILL 2: IF

SKILL 3: VLOOKUP

SKILL 4: SUMIF

SKILL 5: IFERROR

SKILL 6: MID

SKILL 7: DATE

SKILL 8: More useful functions

SKILL 9: Name Manager

SKILL 10: Custom Number Formatting

SKILL 11: Conditional Formatting

SKILL 12: Linking workbooks

SKILL 13: Official Table

Core Aspect 2 – Charts

SKILL 14: Why Charts?

SKILL 15: Basic Chart

SKILL 16: Data Series

SKILL 17: y value axis

SKILL 18: x category axis

SKILL 19: Other chart elements

SKILL 20: Chart Types

SKILL 21: Chart Layouts

SKILL 22: Chart Styles

SKILL 23: Sparklines

Core Aspect 3 – Pivot Tables

SKILL 24: Historical alternative?

SKILL 25: Basic Pivot Table

SKILL 26: Dynamic summary report

SKILL 27: Normalised Data – Summary + Category

SKILL 28: Fields v. Items

SKILL 29: Nesting

SKILL 30: Formatting