

## Microsoft Excel Effective Workbooks Course Content (1 full day)

### Aimed at:

those who want to improve the quality of data and efficiency & automation of their spreadsheets using various Excel tools and functions.

### Prerequisites:

- ✓ Basic experience in using Microsoft Excel
- ✓ Knowledge of simple formulas and functions
- ✓ Alternatively, completion of Excel Essentials training course

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### **Custom Lists**

- Create a new custom list
- Import a new custom list
- Edit a custom list
- Use a custom list to fill text

### **Custom Formatting**

- Create a custom date format
- Create a custom number format
- Use Format Painter

### **Cell Styles**

- Create a new cell style
- Apply a cell style

### **Conditional Formatting**

- Highlight cells based on a rule
- Apply graphical conditional format
- Create a custom rule

### **Themes**

- Change workbook theme
- Change colour palette
- Create custom colour palette

### **Templates**

- Save a workbook as a template
- Create a new workbook from a template

### **Absolute Referencing**

- Reference vs absolute cell referencing
- Set absolute cell reference
- Set absolute row reference
- Set absolute column reference

### **Names**

- Naming conventions
- Name a cell
- Name a range
- Name multiple cells

### **Linking**

- Link data within a worksheet
- Link data within a workbook
- Link data between workbooks

### **Protect your Data**

- Protect a worksheet
- Protect a workbook
- Allow editing in specific cells only

## ***Data Validation***

- Types of Data Validation
- Create Drop Down Lists
- Number Validation
- Text Validation
- Date Validation
- Data Validation Settings
- Input Messages and Error Alerts
- Copy Data Validation Settings
- Find Invalid Data

## ***Populate Data using IF***

- Use an IF function to populate data
- Use a nested IF function to populate data

## ***Populate Data using VLOOKUP***

- Set up a lookup table
- Use a VLOOKUP function to populate data

## ***Tables***

- Convert a range to a table
- Table features
- Name a table
- Reference a table

## ***Macros***

- Record a macro to apply formatting
- Run a macro
- Edit a macro
- Add macro button to QAT

## ***Customise the Ribbon***

- Create a custom tab
- Add a custom group
- Add a command
- Add a macro