



FREE ONLINE COURSE FOR UNISON MEMBERS

# EXCEL

# ADVANCED

11 & 12 JULY

10AM – 1PM VIA MS TEAMS

Learners will need to attend both days

You will need a very good working knowledge of Excel such as creating and formatting worksheets, entering and editing data, using basic formulas and functions and printing/saving workbooks. You will also need to be familiar with the Ribbon interface and the basic features and tools of Excel and you are comfortable with using keyboard shortcuts and mouse actions to navigate and perform tasks in Excel.

The sessions will include how to:

- use data validation to control what data users can insert into cells
- apply conditional formatting – using formulas within conditional formatting and customise cell formatting
- create and edit pivot tables, pivot charts and tables
- use built in functions such as: IFERROR, INDEX & MATCH, XLOOKUP, COUNTIF, SUMIF, COUNTIFS, SUMIFS, FILTER, CLEAN, SORT & SORTBY, UNIQUE, IF and IFS plus others
- introduction to basic macro recording and editing
- find and fix inconsistencies in raw data
- work with named ranges
- evaluate and error check formulas



To apply:

<https://eastmidlands.unison.org.uk/members/>