

## Level Up Your Excel Skills: Take Control of Your Data

### Do you use Excel regularly but want to unlock its full potential?

This intermediate course from The IT Training Surgery is designed to help you go beyond basic calculations and master advanced features for powerful data analysis and presentation.

#### Who Should Attend?

- This course is ideal if you're comfortable creating simple formulas and using absolute cell references in Excel.
- You're ready to take your skills to the next level and learn how to manipulate and analyse data more efficiently.

#### What You'll Learn:

##### 1. Mastering Formulas and Conditional Formatting:

- Unleash the power of the IF() function: Make informed decisions based on conditional logic.
- Create nested IF() statements for complex scenarios and handle multiple conditions.
- Leverage formula-based conditional formatting rules to highlight trends and insights visually.

##### 2. Advanced Data Analysis Techniques:

- Explore the dynamic XLOOKUP() function for efficient cross-referencing across worksheets.
- Master the power of SUMIFS(), COUNTIFS(), and AVERAGEIFS() for conditional data analysis.

- Conquer the #SPILL error and unlock the potential of spilling formulas for a cleaner workflow.

##### 3. Working with Multiple Worksheets:

- Streamline your workflow with advanced worksheet management techniques.
- Quickly insert, delete, hide, move, and copy worksheets for better organisation.
- Group and apply formatting changes to multiple worksheets simultaneously.
- Build complex formulas that reference and sum data across different worksheets and workbooks.

##### 4. PivotTables and Beyond:

- Discover the power of formatted tables with structured references.
- Construct dynamic PivotTables for insightful data summaries and visualisations.
- Utilise PivotTable functions to calculate maximum values, percentage differences, and more.
- Customise PivotTable layouts and explore different reporting options.
- Master slicers to add interactive filtering to tables and PivotTables.
- Delve into the FILTER () function for advanced data manipulation.

#### Benefits:

- Automate tasks, simplify data analysis and save valuable time.
- Create professional and informative reports with ease.
- Make data-driven decisions with confidence.

**Flexible Learning Options:**

- Choose a **face-to-face** session for personalised interaction with our trainer.
- Opt for **live online learning** for the convenience of attending from anywhere.

**Ready to become an Excel power user?**

Contact The IT Training Surgery today to register!



**Next step:**

To find out more about this course and any others, call **020 8203 1774** or visit [www.theittrainingsurgery.com](http://www.theittrainingsurgery.com)