



The Blue Star Academy

# Intermediate Excel

You can find your way around Excel. Now learn to build spreadsheets that check themselves, flag what needs attention and summarise thousands of rows in a few clicks.

1 day, up to 10 delegates



**£550**

at your premises

Up to 6: £500 | Up to 3: £450

**£500**

live online

Up to 6: £450 | Up to 3: £400

Per session, not per person.  
Workbooks and data sets  
included.

## Problems this course fixes



Formulas break when you copy them



You count and add things up manually



You cannot see what needs attention



People type anything into your columns



Reports take hours to build by hand



Data arrives in a mess

Talk to me about training for your team  
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Skills with a  
difference



## What you will learn

### Formulas and functions

- Relative and absolute cell addressing
- Hiding errors with IFERROR
- COUNTIF and COUNTIFS

### Conditional formatting

- Pre-set rules
- Data bars, colour scales and icon sets
- Creating your own rules

### Data validation

- Building validation rules
- Drop-down lists
- Information and warning messages

### PivotTables

- Building and formatting PivotTables
- Slicers and timelines
- Auto-updating PivotTables

### Data cleansing hacks

- Text to Columns
- Extra functions: TEXT, FILTER, VSTACK and HSTACK

### Data analysis

- Combination KPI charts
- Gantt charts
- Sparklines



**1 day**

taught live by me

**Up to 10**

delegates per session

**Hands-on**

activities, workbook and data sets

**Your place**

at your business, or live online



So many new skills and shortcuts. A massive help to save time. The course instructor was really good and engaging, and made the day great.

[Intermediate Excel delegate](#)

**Who it is for:** People who are comfortable with the basics and want to build more practical, functional spreadsheets for work.

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