

Each Level – Introduction – Intermediate & Advanced has a duration of 1 day

PC & Mac

Pre-Requisite

These topics are to serve as a guide only. You elect the topics most relevant to your needs. If you are unsure, a qualified specialist is available to assist in the selection process.

INTRODUCTION

Objective:

To gain an understanding of the potential of Excel. Be able to create basic formulas apply formatting and print successfully.

Essential:

Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key.

Learning Outcomes

By the end of the day you will be able to: Have an understanding of what Excel is capable of, Create your own spread sheet, apply formatting, perform basic Formulas/Functions and print.

Module 1

Getting Started

When to use Excel
What is a Cell?
Opening an Existing Spreadsheet
Getting to Know the Environment

Saving

Help Tools

Module 2

Navigating

Cell Pointers
Moving Around
Selecting Cells
Freezing Panes
Splitting

Module 3

Editing Worksheets

Entering Data
Editing Data
Undo & Re Do
Deleting Data
Deleting Columns & Rows

Module 4

Automated Features

AutoComplete
Auto Format
Auto Fill
Customizing your AutoFill

Module 5

Formulas & Functions

Creating Formulas
Basic Functions

Using the Insert

Function
Relative Cell
Referencing

Module 6

Formatting Cells

Font Formatting
Numbering
Using Format Painter
Merge Cells
Apply Borders
Change Column Width
Cut, Copy, Paste

Module 7

Printing

Headers and Footers
Print Preview
Page Set Up
Printing

INTERMEDIATE

Objective:

To become familiar with functions, working with multiple sheets.

Essential:

An awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key. Completed Introduction or equivalent.

Learning outcome

By the end of the Day you will be able to: Understand Absolute cell references, have a greater understanding of Functions & linking sheets. You will be more confident in manipulating data.

Module 1

Formulas & Functions

Creating Formulas
Multiple Sum Functions
Relative Cell Referencing
Absolute Cell Referencing

Module 2

Range Names

Defining a Range Name
Creating a Range Name
Using range names in Functions
Creating Arrays

Module 3

Working with Sheets

Create Multiple Sheets
Naming
Moving
Copying
Linking

Module 4

Working with Data

Sorting
Filtering
Custom Filters
Cell Protection
Breaks

Module 5

Graphs

Creating Graphs
Manipulating Graphs
Inserting Objects

Module 6

Web Features

Save as Attachment
Create Hyperlinks
Save as Web Page

ADVANCED

Objective:

To create templates with complex formulas. Manipulate and analyse data.

Essential:

An awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key. Completed Introduction and Intermediate or equivalent.

Learning Outcome

By the end of the Day you will be able to: Use Templates, complex Functions, manipulate data.

Module 1

Templates

Use Existing Templates
Create a Template
Template Wizard

Module 2

Functions

Arrays
Nested
Lookup
Intersecting cells
Consolidating Data
External Links

Module 3

Data Analysis

Subtotalling
Outlining
Goal Seek
Solver
Scenarios
Module 4
Workbook Tools
Conditional Formatting
Validation Rules
Track Changes
Auditing

Module 5

Pivot Tables

Creating Pivot Tables
Modifying
Creating a Pivot Chart
Modifying

Module 6

Macros

Creating Macros
Viewing Macro Code
Assign a Macro to a Toolbar
Customize the Toolbar