

Microsoft Excel Training

Introduction (1 day)

- navigate your way around Microsoft Excel
- create and work with a new workbook
- open and navigate within workbooks and worksheets
- understand and work with ranges in a worksheet
- understand, create and work with formulas and functions used to perform calculations
- use font formatting techniques to greatly enhance the look of a worksheet
- alter the layout of a worksheet
- sort and filter data in a worksheet
- print your workbook data
- create effective charts
- obtain help for Excel whenever you need it

Intermediate (1 day)

- use a range of techniques to work with worksheets
- apply a variety of page setup techniques
- use popular and common working functions
- create more complex formulas and functions
- use a variety of financial functions
- use the date and time functions to perform calculations
- create and use defined names in a workbook
- apply a range of number formatting techniques to worksheet data
- use goal seeking to determine values require to reach a desired result
- understand and use Excel's Quick Analysis tools
- use a range of elements and features to enhance charts
- select and change the format of objects in a chart

Advanced (1 day)

- protect data in worksheets and workbooks
- import data into Excel and export data from Excel
- use data linking to create more efficient workbooks
- group cells and use outlines to manipulate the worksheet
- create summaries in your spreadsheets using subtotals
- use the Data Consolidation feature to combine data from several workbooks into one
- create, use and modify data tables
- create and work with scenarios and the Scenario Manager
- create and edit a PivotChart
- construct and operate PivotTables using some of the more advanced techniques
- use advanced filters to analyse data in a list
- use a variety of data validation techniques
- use a range of text functions
- create and use a range of controls in a worksheet
- share workbooks with other users
- create recorded macros in Excel