

course outlines

MICROSOFT EXCEL



EXCEL FUNDAMENTALS

Duration: 3 hours

Audience: No previous experience with spreadsheeting

Topics:

Excel Environment
Terminology
Workbook Management
Entering and Editing Data
Using Cut, Copy and Paste
Undo and Redo
AutoCorrect, AutoFormat, AutoFill
Worksheet Navigation
Working with Rows and Columns
Working with Grouped Worksheets
Creating Basic Formulae
AutoCalculate and AutoSum
Preparing the Worksheet for Printing
Printing Worksheets and Workbooks
Using Online Help

INTRODUCTION TO FORMULAE

Duration: 3 hours

Audience: Has attended an Excel Fundamentals or Quick Tips course or has equivalent knowledge

Topics:

Common Error Messages
Creating Formulae
Cell Referencing
Calculating Percentages
Introduction to Functions
Linking Workbooks and Worksheets

WORKING WITH FUNCTIONS

Duration: 3 hours

Audience: Has attended an Introduction to Formulae course or has equivalent knowledge

Topics:

Named Ranges
Conditional Functions
Lookup Formulae

FINE TUNING WORKBOOKS

Duration: 3 hours

Audience: Has attended an Introduction to Formulae course or has equivalent knowledge

Topics:

Worksheet and Workbook Protection
Data Validation
Auditing Workbooks
Introduction to Templates
Custom Views

FORMATTING WORKSHEETS

Duration: 3 hours

Audience: Has attended an Excel Fundamentals course or has equivalent knowledge

Topics:

Sorting Data
Character Formats
Number Formats
Date Formats
Find and Replace
Text Alignment and Cell Orientation
Cell Borders and Shading
Conditional Formatting
Comments
Viewing Tools

CHARTING EXCEL DATA

Duration: 3 hours

Audience: Has attended an Excel Fundamentals or Quick Tips course or has equivalent knowledge

Topics:

Working with Charts
Creating and Maintain a Chart
 Add and Remove Data
 Hidden Data and Empty Cells
Working with Chart Elements
 Add or Remove Chart Elements
 Format Chart Elements
 Linking Chart Titles to Cells
 Format Number Axis
 Change the Chart Location
 Change the Series Order
Working with Chart Types
 Combination Chart Types
 Multilevel Categories
 Plotting Data on Different Axis
 Waterfall Charts
Working with Chart Templates

WHAT IF TOOLS

Duration: 2 hours

Audience: Has attended a Working with Functions course or has equivalent knowledge

Topics:

Goal Seek
Scenario Manager

INTRODUCTION TO AUTOMATION

Duration: 3 hours

Audience: Has attended an Introduction to Formulae course or has equivalent knowledge

Topics:

Introduction to Macros
Working with Hyperlinks
Ribbon Customisation

QUICK TIPS

Duration: 3 hours

Audience: Existing spreadsheet users who wish to improve productivity

Topics:

Keyboard Shortcuts
Workbook Navigation
Working with Worksheet Data
Working with Rows and Columns
AutoComplete and AutoFill
Smart Tags
Customised Number and Date Formats
Preparing the Worksheet for Printing
Printing Worksheets and Workbooks

ORGANISING DATA

Duration: 3 hours

Audience: Has attended an Excel Fundamentals or Quick Tips course or has equivalent knowledge

Topics:

Automatic Subtotals
Automatic Outlines
Filtering Data
Consolidating Data
PivotTables and PivotCharts

WORKBOOK COLLABORATION

Duration: 2 hours

Audience: Has attended an Excel Fundamentals or Quick Tips course or has equivalent knowledge

Topics:

Share a Workbook
Manage Users
List Marked Changes
Accept or Reject changes
Stop Sharing a Workbook

Training for Results!
All courses can be fully customised to suit your requirements