

MICROSOFT EXCEL

COURSE OVERVIEWS

Excel Productivity Essentials

Prerequisites:

Has attended an Introduction to Computing course or has equivalent knowledge.

Topics:

- Excel Environment and Terminology
- Workbook Management
- Enter and Edit Data
- Cut, Copy, and Paste
- AutoCorrect, AutoFormat, and AutoFill
- Worksheet Navigation, Manipulation, and Setup
- Manipulate Rows and Columns
- Auto Calculate and AutoSum

Duration:
3 Hours

Improve Worksheet Readability

Prerequisites:

Has attended an Excel Essentials course or has equivalent knowledge.

Topics:

- Sort Data
- Character, Number, and Date Formats
- Text Alignment and Cell Orientation
- Cell Borders and Shading
- Conditional Formatting
- Comments and Notes

Duration:
3 Hours

Introduction to Formulae

Prerequisites:

Has attended an Excel Essentials course or has equivalent knowledge.

Topics:

- Common Error Messages
- Calculate Percentages
- The Function Wizard
- Link Workbooks and Worksheets
- Natural Language Referencing
- Cell Referencing

Duration:
3 Hours

Presenting Data with Charts

Prerequisites:

Has attended an Excel Essentials course or has equivalent knowledge.

Topics:

- Chart Components
- Add and Remove Data
- Link Chart Titles to Cells
- Combine Multiple Chart Types
- Multilevel Categories
- Plot Data along Different Axis
- Chart only Visible Worksheet Data
- Dynamic and Custom Charts

Duration:
3 Hours

Summarising Data with Functions

Prerequisites:

Has attended an Introduction to Formulae course or has equivalent knowledge.

Topics:

- Named Ranges
- Conditional Logic
- Nested Functions
- Lookup Formulae
- Match and Index

Duration:
3 Hours

Effective Data Organisation

Prerequisites:

Has attended an Introduction to Formulae course or has equivalent knowledge.

Topics:

- List Structures
- Outlines and Subtotals
- Consolidating Data
- Filtering Data
- Excel Tables
- Pivot Tables and Pivot Charts

Duration:
3 Hours

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COURSE OVERVIEWS

Fine Tuning Workbooks

Prerequisites:

Has attended an Introduction to Formulae course or has equivalent knowledge.

Topics:

- Workbook Protection
- Data Validation
- Auditing Workbooks
- Introduction to Templates
- Custom Views
- Report Manager

Duration:
3 Hours

Creating Dashboards

Prerequisites:

Has attended the following courses, or has the equivalent knowledge.

- Summarising Data with Functions
- Organising Data
- Fine Tuning Workbooks

Topics:

Create a customised Dashboard utilising:

- Formulae
- PivotTables and PivotCharts
- Dynamic Charts
- Worksheet and Workbook Protection

Duration:
2 Hours

Collaboration

Prerequisites:

Has attended an Excel Essentials course or has equivalent knowledge

Topics:

- Shared Workbooks
- Track Changes
- Comments and Notes
- Sharing and Permissions
- Collaborating with Others in Real-time
- Data Sharing between Microsoft Applications
- Version Control

Duration:
3 Hours

Boost Productivity with Automation

Prerequisites:

Has attended an Excel Essentials course or has equivalent knowledge.

Topics:

- Introduction to Macros
 - Record and Play Back a Macro
 - Orientation to the Visual Basic Editor (VBA)
 - Edit a Macro
- Insert and Manipulate Hyperlinks
- Customise the Ribbon and the Quick Access Toolbar
- Conditional Formatting
 - Create, Manage, and Clear Rules

Duration:
3 Hours

Power Query and Power BI

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