

Microsoft Office Excel Beyond the Basics Course Outline



Course aims:

This course will extend delegates' knowledge of Excel to gain a finer appreciation of its functionality. Delegates will be introduced to the power of functions, charting and techniques that make more efficient use of Excel.

Pre-Requisites:

Delegates should be familiar with Microsoft Windows and have a good understanding of Microsoft Office Excel; alternatively they may have attended the Basics course. Any delegate attending this course must be able to create formulae and use the program on a regular basis.

Who Should Attend:

Anyone wishing to use the program more effectively and wanting to discover further capabilities of Excel.

Course duration: 1 day

Revision exercises	Setting defaults, selecting data/text more effectively, moving around a worksheet, shortcuts, formulae creation, function – Min, Max, Average, Count, CountA
Functions	LOWER, UPPER, PROPER, SUMIF, COUNTIF, CONCATENATE, TRIM, RIGHT, LEFT, LEN
Formulas	Absolute and relative cell referencing
Grouping	Input data into grouped worksheets
Linking	Linking multiple sheets, workbooks. Use workspace feature. Edit external links.
Templates	Using templates as a base design of a workbook
Conditional processing	Using AND / OR Logic, Nesting IF Functions
Conditional formatting	Changing formatting according to results
Custom lists	Create Lists to save on repetitive typing
Analysing data	Sorting, custom sorting, filtering and reporting on the data using the subtotal feature
Printing problems	Using page setup, page break preview, row and column titles
Security	Protecting data in cells, worksheets and workbooks. Password protection
Charting	Charting concepts, formatting, adding or modifying data, legends, charting options, saving and printing, chart location
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