

Microsoft Office Excel for the Expert User Course Outline 1 Day Course



Course aims:

This course will extend delegates' knowledge of Microsoft Office Excel to gain a finer appreciation of its functionality. Delegates will be introduced to the power of Auditing, Data Consolidation 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 Beyond the Basics course.

Who should attend:

Anyone wishing to use the program more effectively and wanting to discover further capabilities of Excel. You need to have attended Excel Beyond the Basics before attending this course. Also you need to be able to create formulas.

Duration: 1 day

Displaying & formatting data	Creating and applying custom number formats. Use conditional formatting
Pivottables & charts	Creating and using PivotTables to analyse data
Conditional processing	Using AND / OR Logic, Nesting IF Functions – SUMIF, COUNTIF
VLookup & HLookup	Look for matching data and return a result
Functions	CONCATENTATE, TRIM, RIGHT, LEFT, LEN
Naming ranges in formulae	Creating named ranges and using them when creating a formula
Custom views	Create custom views of your worksheet which then can be used for printing and viewing purposes
Report manager	Create reports using views and sheets
Using templates/styles	Creating and customising a template. Create and edit styles
Data consolidation	Consolidate data from several worksheets or within the same worksheet
Security	Protecting data in cells, worksheets and workbooks. Password protection
Macros	Creating simple personal or workbook macros. Assigning them to toolbars, worksheets or keystrokes
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