

Microsoft Office Excel for the Expert User Course Outline 2 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 the application.

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.
Auditing	Use arrows to track the cells used in the construction of a Formulae – tracing errors, tracing dependent cells. Data validation – to valid data entries
Conditional processing	Using AND / OR Logic, Nesting IF Functions
Pivot tables & charts	Creating and using PivotTables to analyse data. Creating an interactive PivotTable for goal seeking
VLookup & HLookup	Look for matching data and return a result
Naming Ranges in Formulae	Creating named ranges and using them when creating a formula
Scenario manager	'What If' you want to look at different Scenario's, switching between scenarios.
Custom views	Create custom views of your worksheet which then can be used for printing and viewing purposes
Report manager	Print views & scenarios most often used
Graphics/chart graphics	Use WordArt, Graphics, AutoShapes and look at the Drawing Toolbar. Enhance charts with Graphics and edit a Pictograph
Using templates	Creating and customising a template.
Goal seek & solver	Resolve problems using one variable and use Solver to assist with multiple variables



Data consolidation	Consolidate data from several worksheets or within the same worksheet
Customisation	Toolbars, menus, keystrokes
Exchanging Data/Linking Data	Exchange/linking data with other applications, importing and exporting
Macros	Creating simple personal or workbook macros. Assigning them to toolbars, worksheets or keystrokes