

## Microsoft Office Excel Beyond the Basics Part 1 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

<b>Revision exercises</b>	Setting defaults, selecting data/text more effectively, moving around a worksheet, shortcuts, formulae creation, function – Min, Max, Average, Count, CountA
<b>Functions</b>	LOWER, UPPER, PROPER, CONCATENATE, TRIM, RIGHT, LEFT, LEN
<b>Formulas</b>	Absolute and relative cell referencing
<b>Grouping and Linking</b>	Input data into grouped worksheets, linking multiple sheets
<b>Templates</b>	Using templates as a base design of a workbook
<b>Custom lists</b>	Create Lists to save on repetitive typing
<b>Analysing data</b>	Sorting, custom sorting, filtering and reporting on the data using the subtotal feature
<b>Printing problems</b>	Using page setup, page break preview, row and column titles
<b>Follow on courses</b>	<b>Microsoft Office Excel Beyond the Basics Part 2, Microsoft Office Excel for the Expert User, Database Analysis or any of the Microsoft Office Excel Workshops</b>

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