

Microsoft Office Excel Beyond the Basics Part 2 Course Outline



Course aims:

This course will extend delegates' knowledge further with the functionality of Microsoft Office 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:

This course is for those users who attended the Beyond the Basics Part 1

Duration: 1 day

Linking	Linking workbooks. Use workspace feature. Edit external links.
Data consolidation	Consolidate data from several worksheets or within the same worksheet
Styles	Create and use styles for consistency
Conditional Processing	Using AND / OR Logic, Nesting IF Functions, SUMIF and COUNTIF
VLookUp & HLookUp	Look for matching data and return a result
Conditional formatting	Changing formatting according to results
Charting	Charting concepts, formatting, adding or modifying data, legends, charting options, saving and printing, chart location
Security	Protecting data in cells, worksheets and workbooks. Password protection
PivotTables & charts	Creating and using PivotTables to analyse data
Custom Views & Report Manager	Create views and report on them using report manager
Macros	Creating simple personal or workbook macros. Assigning them to toolbars, worksheets or keystrokes
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