

Microsoft Office Excel for the Self Taught User Course Outline



Course aims:

This course will extend delegates' self taught knowledge of Excel to gain a finer appreciation of its functionality. Delegates will be refreshed on formula creation and look at the powers of customised sorting and linking techniques that make more efficient use of Excel.

Pre-requisites:

Delegates should be familiar with Microsoft Windows and have been using Microsoft Office Excel.

Who should attend:

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

Course duration: 1 day

Filling in the those gaps	Setting defaults, selecting data/text more effectively, moving around a worksheet, shortcuts
Functions	Min, Max, Average, Count, CountA, Lower, Upper, Proper
Formulas	Revision of formula creation, absolute and relative cell referencing
Grouping	Input data into grouped worksheets, Linking multiple sheets
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
Follow on courses	Microsoft Office Excel Beyond the Basics for the Self Taught User, Microsoft Excel for the Expert User or any of the Microsoft Office Excel Workshops

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