Microsoft Excel Basic Training Course

This course is designed for either beginners or those with limited experience of Microsoft Excel 2016.

After completing the course, you will be able to:
- Create spreadsheets
- Create and check formulas
- Format spreadsheets
- Maintain spreadsheets
- Create and format charts
- Sort data
- Print spreadsheets and charts

PREREQUISITES: Attendees should be familiar with a PC and have basic keyboard skills.

Course Content
- **Fundamentals of Microsoft Excel** – Screen Layout, Ribbon and Quick Access Toolbar
- **Workbooks** - Opening, Saving and Closing Workbooks, Creating Worksheets
- **Entering and Amending Data** - Overtyping, Copy and Paste, Find and Replace, Edit and Delete Cell content, Undo and Redo
- **Formulas** - Simple Formulas, Mathematical Operators, Functions SUM, AVERAGE and ROUND, Copy and Check Formulas, Fill Handle
- **Previewing and Printing Worksheets** - Page Setup, Change Page Paper Size, Margins and Orientation, Headers and Footers
- **Formatting Worksheets** - Column Width and Row Height, Insert and Delete Rows & Columns
- **Formatting Cells** - Format Numbers, Currency, Percentages, Change Fonts and Font Size, Format Date and Time, Cell Alignment, Cell Borders and Shading
- **Organising, sorting and summarising Data** - Lists, Tables and Charts, Totals, Sort Data
- **Charts** – creating, editing, formatting and printing charts. Chart Types - Pie Chart, Line Chart, Bar Chart.

Microsoft Excel Intermediate Training Course

This course is designed for those who can perform the functions listed under Basic Training Course. This course builds on the Basic Training Course. It provides a foundation to the Advanced Training Course.

After completing the course, you will be able to:

- Create spreadsheets
- Format spreadsheets
- Maintain spreadsheets
- Create and format charts
- Link, filter and sort spreadsheet data
- Print spreadsheets, formulas and charts

PREREQUISITES: Content of Basic Training Course Topics.

Course Content

- **Introduction to Spreadsheets** - Opening Closing, saving a Workbook
- **Editing Cells** - Overtyping, Deleting Cell Contents, Undo and Redo Editing Data, Finding and Replacing Text
- **Formulas** - Formulas, Brackets, Percentages, Ranges, AutoSum, Totals and Subtotals, Copy and Paste, Using the Fill Handle, Finding Help in Excel, Displaying Formulas, Checking Formulas, Circular References
- **Formatting Worksheets** - Manipulating Worksheets, Column Width & Row Height, Inserting Rows and Columns, Deleting Rows and Columns, Freezing Rows and Columns, Hiding Rows and Columns
- **Formatting Cells** - General Formatting, Format Cells, Format Number, Font and Font Size, Date and Time, Alignment, Text Orientation, Wrap Text, Merge Cells, Borders and Shading
- **Printing** - Printing, Print Preview, Page Breaks, Print Settings, Page Margins, Headers and Footers
- **Charts -** Charts Types - Moving and Resizing Charts, Chart Options, Text Boxes, Formatting Charts
- **Cell Referencing** - Relative Addressing, Absolute Addressing
- **Functions -** Insert Function, Text Functions, Statistical Functions, Logical Functions, Mathematical Functions, Financial Functions
- **Linking** - Hyperlinks, Linking between Worksheets
- **Filtering and Sorting** - Creating a List, Filtering Lists, AutoFilter, Sorting, Advanced Sorting

Microsoft Excel Advanced Training Course

This course is designed for those who can comfortably perform the functions listed under Intermediate Training Course. It builds on the Intermediate Training Course.

After completing the course, you will be able to:

- Convert files to other formats.
- Export, import and link objects between different software.
- Combine or merge information from different users.
- Use advanced editing techniques appropriately.
- Format complex spreadsheets using appropriate tools and techniques.
- Check validity, relevance and accuracy of analysis and interpret results.
- Use appropriate functions and formulas in complex spreadsheets.
- Use appropriate tools and techniques for analysing complex data.
- Use appropriate methods to present complex data

PREREQUISITES: Content of Intermediate Training Course Topics.

Course Content

- **Formatting and Manipulating Data** - Custom Number Formats, Conditional Formatting, Styles, Views, Protect - Cells, Worksheets and Workbooks, Hide Cells and Worksheets, Display and Print Formulas, Print a Selection
- **Saving Spreadsheets** - Understand Archiving, Save in Different Formats, Publish a Spreadsheet as a Web Page, Create and Use Templates, Edit and Delete Templates
- **Importing and Exporting Data** - Import Data into a Spreadsheet - from Excel, Access files, Export Data to Other Applications, Object Linking
- **Consolidating Data** - Check Links, Create PivotTables, Display Single Items in a PivotTable, Data Consolidation, Use Data Consolidation by Position / Category
- **Functions** - Outline, Automatic Subtotals, Variety of Complex Functions – Lookup, Statistical, Maths, Nested Array Formulas, Correct Formulas that Produce Errors
- **Forecasting** - Goal Seek, What-If Scenarios, Display and Delete Scenarios, Scenario Summary Reports, Data Tables
- **Advanced Filtering** - Custom AutoFilter, Advanced Filtering, Filter using Complex Criteria, Extract Filtered Data
- **Charts** - Chart Types, Embed and Format Charts, Two Chart Types on One Axis, Print Charts
- **Auditing** - Trace Precedents and Dependents, Trace Errors, Validate Data, Evaluate Formulas
- **Sharing Workbooks** - Track Changes in a Workbook, Share and Merge Workbooks
- **Design Solutions** - Design Spreadsheets, Run Macros, Test Formulas, Check Spreadsheets, Create and Use Test Plans