USING MICROSOFT© EXCEL

We can offer training for any level of Excel, from complete beginners to those with some experience. The following topics are meant only as a guide, as you can mix and match any combination of the topics to suit your needs or existing skills.

Introductory

- ➢ Creating and saving new Excel workbooks
- ➢ Editing and updating existing workbooks
- ➢ Basic formatting of cells, text and numbers
- ➢ Working with rows and columns
- ➢ Duplicating or moving data
- ➢ Sorting and filtering data
- ➢ Using simple formulae and functions
- ➢ Borders and shading *(cells/rows/columns)*
- ➢ Timesavers *(freezing rows/columns; automatic find & replace; autofill; incremental entries)*
- ➢ Basic printing options

Intermediate

- ➢ More advanced formatting options, including conditional formatting
- ➢ More complex formulae and functions, including "IF" functions
- ➢ Adding headers and footers and automatic entries
- ➢ Setting validation rules, adding cell comments and protecting cells
- ➢ Using named ranges and "lookup" functions
- ➢ Using data entry forms
- ➢ Further printing options
- ➢ Working with multiple worksheets or workbooks
- ➢ Linking worksheets or workbooks
- ➢ Creating graphs and charts

Advanced

- Importing and exporting data

- Consolidating and grouping data; displaying summaries of data and sub-totals; producing reports from selected data

- Auditing a workbook; validating data and tracing errors; using the auditing toolbar

- Using data analysis tools, eg pivot tables; pivot charts; solver; goal seek; scenario manager

- Sharing workbooks with others; dealing with changes; workbook protection

- Creating and using templates

- Planning and recording Macros; running & editing

- Customizing Excel to help you work more efficiently eg changing default settings; toolbars; saving custom views and preferences

18/03/19