

Microsoft Excel Foundation

Intended Audience

This 1-day course has been designed for those who are proficient users of Windows and wish to acquire the essential skills in order to use Excel to manipulate and present numerical information. No previous experience of spreadsheets is assumed. By the end of the course delegates will be able to create and use spreadsheets, charts and data facilities to meet a variety of business needs, using many of Excel's timesaving features.

Course Topics

- The Excel Screen
- Workbooks and Worksheets
- Opening, Closing and Saving Workbooks
- Moving around the Worksheet
- Entering, Editing, Deleting Data
- Cutting, Copying and Pasting
- Using AutoFill
- Creating and Using Formulae
- Using AutoSum~ Using Basic Functions
- Formatting Data
- Formatting the Worksheet
- Using Find & Replace
- Setting up the Page
- Previewing and Printing
- Creating Charts

Office 2003/2007 Note

Where appropriate we offer both the above versions of the course. Please check which version you are using before booking your course. If you need help in doing this, please call us. Although the course content is much the same for either version of the course, the look and layout is very different in 2007 compared to previous versions. Any new features in 2007, appropriate to this level of the course, will be covered in the 2007 version of the course.

Microsoft Excel Intermediate

Intended Audience

This 1-day course has been designed for those who are proficient to the level taught on our Excel Foundation course, including the ability to create basic formulas and functions. The course reviews the essential features and then introduces the delegates to Excel's additional and more advanced features for manipulating and analysing data.

Course Topics

- Review of Essential Features
- Working with Large Spreadsheets/Workbooks
- Linking Worksheets
- Linking to Other Applications
- Using Named Ranges
- Protecting Data
- Creating more complex Formulae & Functions
- Relative and Absolute Cell References
- Working with Charts & Graphics
- Using Excel as a Database
- Advanced Formatting
- IF Functions and Lookup Tables

Office 2003/2007 Note

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Microsoft Excel Advanced

Intended Audience

This 1-day course has been designed for those who are proficient to the level taught on our Microsoft Excel Intermediate course. The course focuses on Excel's advanced features for producing complex spreadsheets, analysing and presenting data and developing scenarios. The course also covers the use of Macros for Task Automation.

Course Topics

- Importing Data
- Data Validation
- Creating Templates & Styles
- Goal Seeking & Scenario Manager
- Report Manager
- Advanced Filtering
- The Outliner
- Pivot Tables
- Data Consolidation
- Auditing
- Creating & Running Macros
- Customising Excel

Office 2003/2007 Note

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