Microsoft Excel 2010 Introduction

Course Objectives:

- Identify basic worksheet and workbook concepts and terms
- Enter & edit data
- Modify the worksheet
- Use functions to calculate and return values
- Format cells to enhance the appearance of your worksheet
- Use drawing features and other enhancements
- Change the page set-up to define how the printed worksheet appears

Who Should Attend:

Microsoft Excel 2010 combines a powerful spreadsheet application with the user-friendly atmosphere of Windows. Delegates will learn the basics of creating, editing, and saving worksheets in our Essentials level class. They will work with formulas and functions to calculate and return values. Delegates will learn to change the appearance of a page, including adding headers and footers, format data and create charts.

The course runs from 9.30 am to approximately 4.30 pm.
Duration: 1 day Intro.

Excel Essentials

Starting Excel
What is a Worksheet?
What is a Workbook?
Identifying Parts of the Screen
Identifying the ribbon Components
Getting Help
Using Selection Techniques
Selecting a Range of Cells
Selecting Nonadjacent Cells and Ranges
Selecting an Entire Worksheet
Entering Data
Entering Text Data into a Cell
Entering Values
Entering Data into a Range
Quickly Adjusting a Column Width
Finishing a Workbook
Saving a Named Workbook
Saving the Workbook in HTML Format
Printing a Worksheet
Closing a Workbook and Exiting from Excel

Formatting Text & Printing a Document

Opening a Workbook
Creating a New Workbook
Opening a Recently Used Workbook
Creating Simple Formulas
Creating a Formula by Pointing
Using Functions
Using the AutoSum Button
Using the Formula Palette
Editing Data on the Worksheet
Editing the Data in a Cell
Editing a Formula
Clearing the Contents from a Cell or Range
Using Undo and Redo

Microsoft Excel 2010 Introduction

Managing the Worksheet

Navigating in a Worksheet
Using the Scroll Bars and Boxes
Changing Worksheets
Using Go To
Changing the Worksheet Structure
Deleting Cells, Rows, and Columns
Performing a Simple Sort
Creating and Using Named Ranges
Automatically Naming Ranges
Navigating with Named Ranges
Using Range Names in Formulas
Pasting a List of Named Ranges
Deleting and Editing Range Names
Creating Named Constants

Formatting the Worksheet

Moving and Copying Data
Copying Data
Copying Data with AutoFill
Creating a Series with AutoFill
Defining Relative, Mixed, and Absolute References
Copying Formulas
Changing the Appearance of Data
Changing Row Height
Applying Fonts
Adding Enhancements
Aligning Data in Cells
Merging and Centering Cells
Rotating and Indenting Text
Adding Borders and Shading
Using Drawing Tools
Creating Graphic Objects
Editing a Graphic Object
Creating and Editing 3-D Objects
Using Other Drawing Tool

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Course Objectives:
- Using multiple worksheets, workbooks and workspaces
- Working with Financial functions
- Use advanced formatting techniques
- Using the Auditing Tools to track information
- Using charts to display financial data
- Using Macros to automate your work environment
- Use Templates
-

Who Should Attend:
This course takes users to a high level of knowledge using financial topics available in Excel such as Financial functions, auditing and Charts.

The course runs from 9.30 am to approximately 4.30 pm.
Duration: 1 day.

Using Multiple Worksheets and Workbooks
Using Multiple Worksheets
Inserting New Worksheets
Renaming Worksheets
Deleting Worksheets
Creating Multiple Views
Freezing Panes
Viewing and Arranging Multiple Worksheet Windows
Navigating in Multiple Workbooks
Selecting and Viewing Multiple Workbooks
Creating and Opening a Workspace
Managing Multiple Worksheets and Workbooks
Selecting Multiple Worksheets
Moving and Copying Data between Worksheets
Linking Data Between Worksheets
Creating a 3-D Formula
Assignment

Charting
Using Charts
Creating a Chart
Changing Chart Type, Style and Chart Sub-Type

Changes to the Chart Source Data
Add data to an existing chart
Change the data in an existing chart
Remove data from a chart
Managing Chart Objects
Moving and Resizing Chart Objects
Deleting Chart Objects
Adding Data Series and Objects to a Chart
Changing the Chart Type
Formatting Chart Objects
Printing Charts

Microsoft Excel 2010 Intermediate

Advanced Functions

Creating and Using Functions
Using Built-in Functions
Working with Arguments: The PMT Function
Using Dates and Times
Using Dates in Calculations
Using Nested Functions
Auditing Worksheets
Identifying the Auditing Commands
The Watch Window
The Formula Evaluator
Tracing and Correcting Worksheet Errors
Assignment

Advanced Formatting

Using Comments in a Worksheet
Reviewing, Showing, and Hiding Comments
Deleting a Comment
Working with Styles
Applying a Style
Modifying Existing Styles
Using Format Painter
Creating Custom Number Formats
Applying an AutoFormat (Table Format)
Conditional Formats
Clear conditional formats

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Microsoft Excel 2010 Advanced

Course Objectives:
- Creating, Maintaining, Filtering and using Subtotals in a List
- Recording, Assigning and Using Macros
- Creating and Using UserDefined Functions
- Performing "What If" Analyses
- Working with Scenarios
- Querying a Database
- Importing and Exporting Files and Data
- Protecting Data

Who Should Attend:
This course takes users to a high level of knowledge using financial topics available in Excel such as Financial functions, auditing and Charts.

The course runs from 9.30 am to approximately 4.30 pm.
Duration: 1 day.

Working with Lists
Creating a List
Maintaining a List
Editing Records Using the Data Form
Filtering a List
Using Subtotals in a List
Assignment

Working with Macros and UserDefined Functions
Recording and Using Macros
Assigning Macros
Using UserDefined Functions
Assignment

Using Basic Analysis Tools
Performing "What If" Analyses
Working with Scenarios
Assignment

Using Advanced Analysis Tools and External Data
Querying a Database
Importing and Exporting Files
Protecting Data

Microsoft Excel 2013 Introduction

Course Objectives:
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Saving A Named Workbook
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Printing A Worksheet
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Microsoft Excel 2013 Introduction

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Merging And Centering Cells
Rotating And Indenting Text
Adding Borders And Shading
Using Drawing Tools
Creating Graphic Objects
Editing A Graphic Object
Creating And Editing 3-D Objects
Using Other Drawing Tool

Printing The Worksheet/Book

Printing A Single Worksheet
Using Print Preview
Creating Headers And Footers
Removing The Grid
Printing A Selection
Printing A Selection
Using Print Areas
Using Advanced Printing Techniques
Aligning The Printout
Fitting A Document Onto A Desired Number Of Pages
Working With Page Breaks
Working With Page Breaks In Normal View
Setting Print Titles
Removing Print Titles

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Excel 2013 Intermediate

Course Objectives:
• Using multiple worksheets, workbooks
• Working with Financial functions
• Use advanced formatting techniques
• Using the Auditing Tools to track information
• Using charts to display financial data
• Using Macros to automate your work environment
• Use Templates

Who Should Attend:
This course takes users to a high level of knowledge using financial topics available in Excel such as Financial functions, auditing and Charts.

The course runs from 9.30 am to approximately 4.30 pm.
Duration: 1 day.

Using Multiple Worksheets and Workbooks
Using Multiple Worksheets
Inserting New Worksheets
Renaming Worksheets
Deleting Worksheets
Creating Multiple Views
Freezing Panes
Viewing and Arranging Multiple Worksheet Windows
Navigating in Multiple Workbooks
Selecting and Viewing Multiple Workbooks
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Excel 2013 Intermediate

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Using Dates in Calculations
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Modifying Existing Styles
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Applying an AutoFormat (Table Format)
Conditional Formats
Clear conditional formats

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Excel 2013 Advanced

Who Should Attend:
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Assigning Macros
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Assignment

Using Basic Analysis Tools
Performing "What If" Analyses
Working with Scenarios
Assignment

Using Advanced Analysis Tools and External Data
Querying a Database
Importing and Exporting Files
Protecting Data
Using Data Validation
Using Worksheet Protection
Password Protecting a Workbook
Assignment

Using Business Analysis Tools
Working with Pivot Tables and Pivot Charts
Identifying the Parts of a Basic Pivot Table
Pivot Table Reports
Create a PivotTable from worksheet data
Create a PivotTable from an external data sourc
Create a PivotChart report from an existing PivotTable report
Delete a PivotTable or PivotChart report
Slicers
Using slicers
Formatting slicers for a consistent look
Sharing slicers between PivotTables
Sparklines
Types of Sparklines
Create a sparkline
Customize sparklines
Control which value points are shown
Change the style of or format sparklines
Online Analytical Processing (OLAP)
Business intelligence
What is Online Analytical Processing (OLAP)?
OLAP features in Excel 2013

Excel 2013 Advanced

Our bespoke onsite courses run from 9:30am to 4:30pm with an hour for lunch. The trainer will arrive in time to check and help with your set up. If you need to amend these timings just let us know in advance and we will work around what suits you.

Appendix A: New Features in Excel 2013

The Office Task Panes

Smart Tags

Smart Data Tags

New Worksheet Features

New Argument and Function Features

Other New Features and Enhancements in Excel 2013

Appendix B: Additional Features in Office 2013

Office 2007 – A New Platform

At a Glance Highlights Across the Suite

New Visual and navigational Features

File formats

User Assistance System (HELP)

Collaboration features

Themes and Quick Styles

Application-specific changes

General Keyboard Navigational Tips in Office 2013

Beyond Office 2013

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Microsoft Excel 2016 Introduction

Course objectives
To produce a basic formatted and calculated spreadsheet; to edit, print and save the spreadsheet

Who Should Attend:
Anyone who is new to using spreadsheets and Excel

The course runs from 9.30 am to approximately 4.30 pm.
Duration: 1 day.

The Excel screen
Screen elements
Ribbon
Quick Access Toolbar
Backstage view
Formula bar

Working with workbooks
Opening existing files
Closing files
Saving files
Creating new workbooks

Entering/editing data
Entering and editing text and data
Autocomplete
Clearing and deleting text and data

Navigating round the worksheet
Using keyboard and mouse shortcuts to easily move
around your Excel worksheet
Selecting data
Shortcuts and techniques for selecting ranges of data
Formatting the worksheet
Inserting and deleting columns and rows
Adjusting column widths and row heights
Centering headings
Worksheet tab commands
Page breaks

Sorting
Simple and complex sorting

AutoFill
Creating series of data
Copying formulae using the AutoFill command
Creating custom lists

Microsoft Excel 2016 Introduction

Simple calculations
Addition, Subtraction, Multiplication, Division, Percentages

Adding up columns/rows of numbers
AutoSum function to calculate column and row totals

Absolute references
Working with fixed cell references
Simple functions
Statistical functions
Average, Max, Min, Count

Formatting data and numbers
Currency, decimal place and percentage formatting
Font formatting and alignment
Borders and shading
Cell styles
Conditional formatting
Quick Analysis pane

Moving and copying data
Cut, copy and paste
Drag and drop

Printing
Preparing the worksheet for printing
Previewing the document
Printing options

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Microsoft Excel 2016 Intermediate

Course objectives
To create workbooks with linked and consolidated data; to create charts; to manage/ extract data from data lists.

Who Should Attend:
Excel users who wish to develop their basic knowledge and understand the multiple worksheet capabilities and the charting features of Excel

The course runs from 9.30 am to approximately 4.30 pm.
Duration: 1 day.

Customising Excel
Customising the Ribbon
Customising the Quick Access Toolbar

Conditional Formatting
Applying conditional formats
Changing the criteria
Removing formats

Absolute references
Applying an absolute reference
Working with mixed references

Named ranges
Creating named ranges
Using named ranges in formulas
Managing named ranges

Functions
Using statistical functions
Working with date and text functions
Using the function palette

Flashfill
Combining and separating text

Protecting data
Protecting whole worksheets
Protecting parts of worksheets
Protecting the structure of the workbook

Working with multiple worksheets and files
Selecting multiple worksheets (grouping)
Linking across worksheets
Linking across files
Using the Watch Window
Managing file links
Consolidating data

Microsoft Excel 2016 Intermediate

Working with datalists
Creating and working with lists
Sorting techniques
Using Autofilter to extract data
Using Advanced filter to extract data
Using the subtotals feature
Removing dupliates
Creating and working with Tables

Comments
Adding comments to cells
Printing comments
Managing comments
Deleting comments

Charts
Creating simple charts
Formatting the chart
Working with the Chart Tools Tabs
Creating combination charts and using a secondary axis
Creating a chart template
New chart types
Sparklines

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Microsoft Excel 2016 Advanced

Course objectives
To understand the advanced analysis tools in Excel; to calculate using logical functions; to create and use templates and record and run macros

Who Should Attend:
Regular Excel users who would like a better understanding of the analysis tools available and some advanced functions

The course runs from 9.30 am to approximately 4.30 pm.
Duration: 1 day.

Logical functions
If, And, Or, Not functions
Using conditional criteria

VLookup and HLookup functions
Using the Lookup functions to find data
Combining If with VLookup

Data Validation
Controlling what data is input into a range of cells
Creating drop-down lists

Group and Outline
Displaying/hiding detail in a spreadsheet

Custom Views
Creating different views of a spreadsheet

Pivot Tables and Charts
Summarising data in reporting format
Using Slicers and Timeline filters for filtering data
Pivot Charts

Templates
Creating worksheet templates

Macros
Short cuts for lengthy or repetitive tasks:
Recording
Storing
Running from toolbar buttons and worksheet buttons
Managing the macro list

What If features
Testing variables and results using:
Goal Seek
Data Tables
Scenarios
Solver