Excel Beginners / Intermediate

Who would benefit?

This course is for those with some working knowledge of Excel who wish to gain more from the facilities available and create more complex spreadsheets.

Objective

To build on the participants' current skills and gain practical use of the features available.

Content

- Creating a simple worksheet
    - Add text and numbers
    - Rename worksheets
- How and where to save workbooks
    - Filing structure
    - Save a workbook
- Formulas and functions
    - Create simple calculations
    - Calculation order and formula syntax
    - AutoSum, Max, Min, Average, Count
    - Use date functions
    - Create formulas with percentages
- Absolute vs relative references in formulas
    - Edit formulas
    - Use absolute references in formulas
    - Use partial absolute referencing
- Formatting
    - Change text attributes
    - Change number and date formats
    - Format as a percentage
    - Adjust column widths
- Charts
    - Create charts
    - Add data
- Print worksheets
    - Use print and page break previews
    - Headers and footers

- Lookup and reference functions (VLOOKUP)
- Using IS functions to test value types in cells (ISERROR, ISBLANK)
- ROUND, ROUNDUP, ROUNDDOWN
- Sort information
- Analyse data
    - Use AutoFilter facility
    - Set custom AutoFilter options
    - Use Subtotal facility ·
- Analyse information using PivotTables
    - Create and modify a PivotTable
    - Change data orientation
    - Recalculate the PivotTable
    - Set PivotTable options
    - Customise field names
    - Change field formatting
    - Work with summary calculations (change, add running totals, differences year on year, % differences, % of row, column, total or other field)
        - Add calculated fields and calculated items
        - Work with subtotals
    - Use the group facility
    - Use multiple consolidation ranges
    - Pivot Charts
- Create and apply views in large sheets
- Creating data validation lists from ranges
    - Set number validation
    - Set drop down list validation
- Protect worksheets and workbooks
- Customise toolbars

Taking Excel Further

Customise number formats
- Work with multiple sheets
- Link within and between workbooks
- More advanced functions:
    - Logical functions to test a value (IF)
    - Calculating values based on given criteria (SUMIF, COUNTIF)

Duration

One day