

Microsoft Excel Course Outlines

Introduction

Course duration = 1 day

Pre-course requisites

Delegates should have:

Understanding and some experience of general computer use (keyboard and mouse)

No Excel experience is necessary or assumed

Topics covered

- Understanding the Excel environment
- Moving around a worksheet
- Selecting areas of a worksheet
- Entering and editing data
- Formatting worksheets
- Managing worksheets
- Writing basic formula
- Using common Excel functions
- Working with percentages
- Absolute addressing
- Working with dates
- Printing options
- Creating charts

Improver

Course duration = 1 day

Pre-course requisites

Delegates should have:

Basic, general use of Excel

This course is designed for those who are **not** beginners but would like to improve their skills and further their knowledge

Topics covered

- Overview of the Excel environment
- Navigating worksheet data
- Selecting worksheet data
- Shortcuts to improve productivity
- Formatting worksheet data
- Managing worksheets
- Writing formula
- Using Excel functions
- Working with percentages
- Absolute addressing
- Sorting data
- Filtering data
- Working with dates
- Date functions
- Creating charts

Intermediate

Course duration = 1 day

Pre-course requisites

Delegates should have:

Attended an Introductory or Improver course OR

Have reasonable experience of most of the topics in the Introduction-level course

Topics covered

- Customising the Excel environment
- Navigating worksheet data
- Selecting worksheet data
- Creating Data Series
- Conditional formatting
- Review of formula and functions
- Absolute and relative addressing
- Conditional functions
- VLookup and HLookup
- Using and formatting dates
- Calculating with dates
- Named ranges
- Analysing and summarising data
- Graphics in Excel

Advanced

Course duration = 1 day

Pre-course requisites

Delegates should have:

Attended an Intermediate-level course OR

Be confident in applying most of the topics in the Introduction and Intermediate courses

Topics covered

- Using Hyperlinks
- Review of functions
- Nested functions
- Using Logical operators with functions
- Date and time functions
- Text functions
- Advanced Filters
- Working with Tables
- Automating procedures with macros
- Validating data
- Pivot tables and charts
- Tracking Changes
- Importing and exporting data