

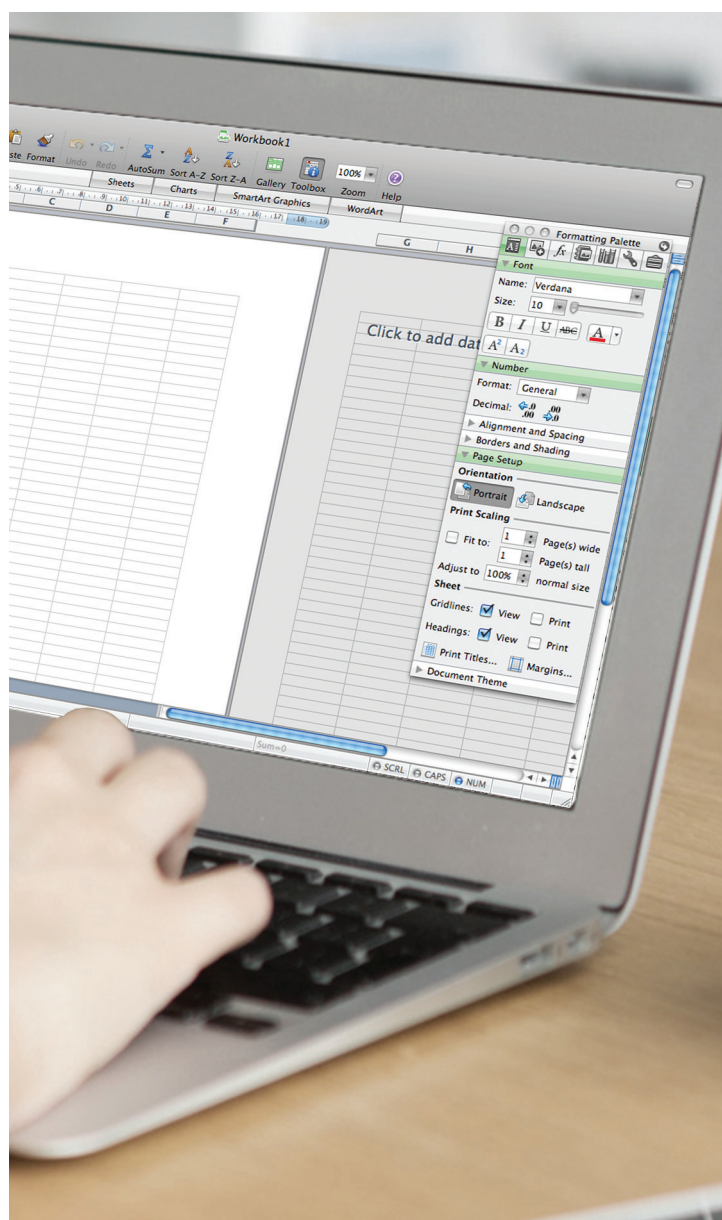
Duration: 1 Day

Excel Training

Overview

Our Excel training is available at three levels: Introduction Plus, Intermediate and Advanced.

For clients who require a tailored course, we'll send each delegate an online diagnostic questionnaire to assess their competencies. This will then be used as the basis for your unique course.



Excel Introduction Plus

Who is it for?

Anyone who wants to become proficient in the basic commands and use of Microsoft Excel. Those who have little or limited experience of Excel and want to gain a better understanding of this powerful and most popular Microsoft Office application.

What will I learn?

You will learn everything from opening, saving and closing a worksheet in Excel to using Group mode and creating formulae. You will learn how to customise your view of Excel to ensure that your most frequently used functions are at your fingertips. You will learn how to alter the format of your worksheet, create boxes and borders.

- Familiar with ribbons
- Familiar with Quick Access Toolbar
- Open, Close and Save Files
- Navigation, Range Selection, Editing/Erasing Data
- Copy & Paste, Autofill
- Straight Formulae & Use Of Brackets
- Autosum & Built In Functions
- Column & Row Inserting/Deleting, Widths/Heights
- Alignment, Format Cell Contents, Borders, Fill
- Page Layouts & Printing
- File Management
- Working With Relative & Absolute Cell References
- Working With Larger Spreadsheets – Freeze Panes
- Working With Linking Worksheets, Group Mode, Formulae
- Charting
- Sorting & Filtering
- Find and Replace
- Formatting a Worksheet
- Printing – Page Setup etc
- Insert, Delete and Rename sheets
- Move and Copy sheets

Excel Intermediate

Who is it for?

A proficiency in basic Excel use is assumed. This course is designed for those who want to build on their existing Excel skills and learn the more complicated commands in Excel. This course is ideal for people who have been using Excel, but wish to gain a better understanding of the capabilities of this powerful application.

Anyone who has successfully completed our Excel Introduction Plus and feels ready to progress their skills will enjoy this course.

What will I learn?

You will develop more complex spreadsheets, use more advanced formulae and develop skills in data analysis techniques. You will learn how to work with multiple spreadsheets and how to link other spreadsheet and other workbooks. You will also learn how to link Excel with other Microsoft applications such as Microsoft Word.

- Customising Quick Access Toolbar
- Autofill – Fill By Example & Custom Lists
- Working With Sheets, Links & Group Mode
- Using IF, SUMIF, COUNTIF and other logical functions
- Statistical functions, Rounding
- Logical functions - Nesting, SUMIF & COUNTIF
- Range Names
- Linking to Word & External Workbooks
- Short Cuts
- Pivot Tables
- Database Functions, Multiple Sorts & Filters
- Date Arithmetic
- Conditional Formats
- Charting
- Lookup Tables
- Manipulating Data
- Formatting and Display techniques
- Sorting and Querying Data
- Protection and Security

Excel Advanced

Who is it for?

A good knowledge of Excel is required for this programme. Knowledge of spreadsheet design, layout, formatting and automation is necessary. This course is designed for those who want to build on their existing Excel skills and learn the more complicated commands in Excel.

Anyone who has successfully completed our Excel Intermediate course and feels ready to progress their skills will enjoy this workshop.

What will I learn?

You will learn the more advanced functions of Excel enabling you to complete sophisticated tasks in Excel.

- LOOKUP functions, Automatic Outline, using the form tools and scenario manager, excel macros
- Restricting input using protection and data validation
- Importing data into Excel
- Navigation using hyperlinks, command buttons and sheet and range naming
- 'What if' forecasting using one and two variable data tables and scenarios
- Various Built In Functions
- Custom Formats
- Data Tables
- Automatic Outline
- Logical And/Ors
- Scenario Manager
- Protection
- Data Validation
- Goal Seek and Solver analysis
- Data Consolidation
- Macros – Record Only