LEARNING OUTCOMES

By the end of this course participants will be able to:

* Format and customise worksheets

* Produce and format a chart,

* Display data in charts

* Use formulae effectively

* Calculate cell values using functions

* Use productivity tools and apply protection to a worksheet

* Use Pivot Tables and Pivot Chart reports

* Create templates

* Use macros and other time-saving features

* Import and export data between applications and across networks and the Internet.

PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

FORMULAS
* Creating and copying formulas
* Using Operators In Formulas
* Formula Error Messages
* Relative and absolute Referencing

FORMULA AUDITING
* Tracing cell precedents and dependants
* Displaying all formulas in a worksheet
* Adding, displaying, editing and removing comments

NAMED RANGES
* Creating and removing named cell ranges
* Using named cell ranges and functions

FUNCTIONS AND FORMULAS
* Nested functions
* Consolidating data using A 3-D reference sum function
* Mixed references within formulas

TYPES OF FUNCTIONS
* Time and Date
* Mathematical and Logical
* Statistical, Financial and Text
* Lookup and Database

CELL FORMATTING
* Applying styles to a range
* Conditional formatting
* Custom number formats

PASTE SPECIAL OPTIONS
* Using paste special to add, subtract, multiple and divide
* 'Values' and transpose option

LINKING AND EMBEDDING DATA
* Linking cells within a worksheet, to another workbook or a word document
* Update, locking and breaking links

HYPERLINKS
* Inserting, editing and removing hyperlinks

MANIPULATING WORKSHEETS
* Copying or moving worksheets between workbooks
* Splitting and freezing a window
* Hiding rows, columns and worksheets
* Un-hiding rows, columns and worksheets

PIVOT TABLES
* Creating and using a pivot table
* Filtering and sorting data in a pivot table
* Automatically and manually grouping data and renaming the groups

CHARTS
* Creating different types of charts
* Adding a secondary axis or data series
* Changing the chart type for a series
* Adding and removing a data series
* Formatting chart appearance
* Modifying and formatting chart scales
* Inserting images into chart columns, chart bars, plot area and chart area

SORTING AND FILTERING DATA
* Sorting data by multiple columns
* Creating, performing and removing a customised list sort
* Using Auto Filter
* Advanced filter criteria
* Sub-Totalling
* Removing subtotals
* Expanding and collapsing outlines

TEMPLATES
* Using Templates
* Creating Excel Templates

INPUT TABLES
* One-Input Data Tables
* Two-Input Data Tables
* Importing text and text delimited files

SCENARIOS
* Scenario Manager
* Scenario summary reports

VALIDATING
* Data Validation - whole number, decimal number, list, date, time and text length
* Creating a validation input and error message
* Removing data validation

TRACKING AND REVIEWING CHANGES
* Enabling or disabling the track changes feature
* Sharing, comparing and merging worksheets

PASSWORDS AND SECURITY ISSUES
* Adding 'Open' or 'Modify' password protection to a workbook
* Removing password protection
* Password protecting cells and worksheets
* Hiding and un-hiding formulas

MACROS
* Create macros to –Change page setup, apply a custom number format, format a cell range, insert fields into the header or footer
* Assigning a macro to the Quick Access Toolbar
* Deleting Macros

28 Fenwick Street
GEELONG VIC 3220
www.g-cats.com.au

Last Updated 15 July 2013

Telephone   (03) 5229 7121
Facsimile   (03) 5229 7108
ABN   63 600 174 392