

## 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
- \* 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