



Microsoft Excel Introduction - 1 Day

Create, open and save documents

Enter and edit data

Copy and move data

Format text and numbers

Format rows and columns

Sort Data

Fill Data using the Fill Handle

Page settings

Margins & orientation

Headers & footers

Freezing Titles

Print preview and print a document

Create basic formulae

Use the Paste Function and Formula Palette to aid in construction of formulas

Use 5 basic functions (Sum, Min, Max, Average, Count)

Use the AutoSum button

Use relative and absolute cell references

Percentage calculations

Introduction to creating Charts

Microsoft Excel Intermediate - 1 Day

Review of formatting

Review of formulae construction

Review of Relative and Absolute Cell Referencing

Create and use Range Names

Use Paste Function and Formula Palette with complex formulae

Use IF and Nested IF Statements

Use SUMIF and COUNTIF functions

Use the VLOOKUP function

Multiple sheets: Group Mode and 3 D Formulas

Use Excel as a Database

Using the Data Form

AutoFilter and Automatic Subtotals

Interactively summarise data using Pivot Tables

Microsoft Excel Advanced - 1 Day

A review of AutoFill, Dates & Edit, Fill, Data Series

Use Text & Date functions

Using Scenarios

Goal Seeking and Solver

Using And & OR Functions with IF statements

Conditional Formatting

Comments

Auditing and Tracking changes

Auto Formatting and Styles

VLOOKUP to an external sheet

Importing and Exporting to other applications

Using Databases

Pivot Table Review

Database Mail Merge with Word

Pivot Table Charts

Custom Lists

Macro Record

Create simple Visual Basic in macros