

LEARNING OUTCOMES

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

- * Use Pivot Tables and Pivot Chart reports
- * Calculate cell values using functions
- * 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 AND REFERENCING

- * Creating and Copying formulas
- * Formula error messages
- * Explain the difference and create Absolute and Relative references
- * Common functions
- * Sum, Average, Max, Min and Count
- * Using the IF function

FORMULA AUDITING

- * Tracing precedent cells
- * Tracing the dependants of a cell
- * Displaying all formulas within a worksheet
- * Adding and displaying comments
- * Editing and removing comments

FUNCTIONS

- * Excel 2007 Functions
- * Getting help about a particular function
- * Date and Time Functions
- * Mathematical Functions
- * Statistical Functions
- * Text Functions
- * Financial Functions
- * Lookup and Reference Functions
- * Logical Functions
- * Database Functions
- * Nested functions

MANIPULATING DATA & NAMED RANGES

- * Paste Special
- * Transposing data
- * Importing text
- * Naming cells and ranges
- * Creating and removing subtotals

LINKING & CONSOLIDATING DATA

- * Linking cells within a worksheet
- * Linking data or a chart to another workbook
- * Linking data or a chart to a word document
- * Consolidating data over several sheets

DISPLAY & SORT

- * Formatting tables using table styles
- * Conditional formatting
- * Creating custom number formats
- * Freezing row and column titles
- * Hiding and un-hiding

USING CHARTS

- * Inserting a different types of charts
- * Resizing or deleting a chart
- * Chart title, labels and background
- * Changing a column, bar, line or pie slice colours
- * Changing the chart type
- * Modifying Charts using the Layout tab
- * Copying and moving charts

PIVOT TABLES

- * Creating a PivotTable
- * Dropping data into the Pivot Table
- * Modifying data and refreshing the Pivot Table
- * Grouping data within a Pivot Table
- * Creating a Pivot Chart

CUSTOMIZING EXCEL

- * Modifying basic options
- * Minimising the Ribbon
- * AutoCorrect options

TEMPLATES

- * Using and creating templates
- * Opening and editing templates

SORTING AND QUERYING DATA

- * Sorting databases
- * Custom sort options
- * Using AutoFilter to query data
- * Multiple queries and Top 10 Autofilter
- * Filtering unique records
- * Advanced Filter

OUTLINING

- * Creating and removing outlining

PROTECTION AND SECURITY

- * Specifying a password for opening
- * Protecting a worksheet
- * Allowing selective editing of a protected worksheet

DATA VALIDATION

- * Setting data validation
- * Creating input message
- * Creating and displaying error alert

WHAT-IF TABLES

- * Using a one input Data Table command
- * Using a two input data table command

SCENARIOS

- * Scenario Manager - an example
- * Showing a scenario
- * Viewing an alternative scenario
- * Create a scenario summary

HYPERLINKS

- * Using hyperlinks
- * Creating and editing hyperlinks

MACROS

- * Displaying the Developer tab
- * Recording and running macros
- * Lowering your macro security level
- * Customizing the Quick Access Toolbar
- * Changing the Quick Toolbar Macro icon
- * Removing a macro icon from the quick access toolbar
- * Raising your macro security level