

## LEARNING OUTCOMES

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

- \* Report on data in a list.
- \* Edit and analyse complex data using advanced features.
- \* Incorporate complex built-in functions into a worksheet.
- \* Record macros to automate standard procedures.

## PREREQUISITES

It is recommended that students 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

### SECTION ONE

- \* Create a template with data tracking
- \* Reporting on lists using PivotTables
- \* Applying Excel functions IF, SUMIF and COUNTIF
- \* AND, OR , ISBLANK and ISERROR
- \* VLOOKUP, HLOOKUP and MATCH

### SECTION TWO

- \* Creating and using names
- \* Storing sets of data as scenarios
- \* Manipulating data using outlining
- \* Storing different data displays using views
- \* Printing your scenarios and views

### SECTION THREE

- \* Recording and running a macro
- \* Attaching macros to buttons, toolbars and menus
- \* Solving 'what if' problems using Goal Seek, Solver and Data tables

### SECTION FOUR

- \* The MS Query window
- \* Extracting data from a list or database using MS Query

### SECTION FIVE

- \* Data Maps
- \* Adding maps to workbooks

### SECTION SIX

- \* Styles
- \* Saving formatting using styles

### SECTION SEVEN

- \* Importing and exporting data
- \* File format converters supplied with Microsoft Excel

### SECTION EIGHT

- \* Workgroup tools
- \* Sharing a workbook
- \* Resolving conflicting changes
- \* Merging changes from a shared workbook
- \* Limitations in shared workbooks

### SECTION NINE

- \* Excel and the Web
- \* Previewing your web page
- \* Editing your web page

### APPENDIX

- \* Map data
- \* Extracting data from a list or database using Microsoft Query
- \* Add-ins Manager
- \* Array Formulae
- \* Database functions, Statistical functions, Analysis Toolpak
- \* Tips when using Excel