

LEARNING OUTCOMES

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

- * Produce and store a worksheet incorporating simple formulae with both absolute and relative cell references.
- * Access and retrieve data for editing.
- * Edit simple data to a required format and layout.
- * Produce and format a chart from given data.
- * Incorporate simple built-in functions into a worksheet
- * Organise and maintain data in a list.
- * Edit data and worksheets using productivity features.
- * Develop a template to standardise worksheet layout.

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

GETTING STARTED

- * Starting Excel
- * Entering and editing data, saving and closing the workbook
- * Opening an existing and creating a new workbook
- * Working with multiple workbooks
- * Building series using AutoFill
- * Summing data using AutoSum
- * Spell checking and printing your data
- * Finding files
- * Storing files in the Favourites folder

FORMATTING YOUR WORKSHEET

- * Adjusting the worksheet structure by sizing, inserting & deleting, cells, rows and columns, and moving and copying data
- * Constructing formulae
- * Using absolute references
- * Using links
- * Basic formatting
- * Additional formatting including customised number formats and Conditional Formatting

CHARTING AND LAYOUT

- * Viewing your worksheet
- * Charting your data
- * Preparing your workbook to print
- * Printing your workbook with charts
- * Exiting Excel
- * Changing Excel's default settings

WORKING WITH LARGE WORKSHEETS

- * Viewing a large worksheet effectively
- * Printing a large worksheet effectively
- * Working with sheets within workbooks
- * Excel's functions
- * Auditing your worksheet

PRODUCTIVITY TOOLS

- * Creating your own templates
- * Summarising data across multiple sheets
- * Using functions with 3-D references
- * Consolidation
- * Applying Excel's productivity tools
- * Workbook and template security

WORKING WITH LISTS

- * Using lists to manage and sort data
- * Filtering lists
- * Subtotalling a list
- * Creating advanced filters

APPENDIX

- * Additional opening/saving features
- * Workbook properties
- * Creating custom lists for AutoFill
- * Customising the toolbars
- * Learning while you work using