

Microsoft Excel

Excel Beginner

Session 1: Excel Basics

- Entering and editing data
- Navigating and selecting data
- Adding and deleting rows and columns
- Cell formatting

Session 2: Getting into Functions

- Creating simple formulas
- Introduction to functions: SUM, AVERAGE, MIN, MAX
- AUTOSUM
- Using Autofill
- Relative vs Absolute cell referencing

Session 3: Visualising Data

- Using tables
- Conditional formatting
- Creating charts
- Formatting charts

Session 4: Excel as a Database

- Filtering Data
- Sorting data
- Page setup
- Getting ready to print

Excel Intermediate

Session 1: Working Across Worksheets

- Naming ranges and cells
- Grouping sheets
- Linking worksheets and workbooks
- Spill

Session 2: Advanced Functions

- Using the Function wizard
- Copying and pasting formulas
- IF statements
- VLOOKUP, INDEX and MATCH and XLOOKUP
- Data Validation

Session 3: Excel and Dates

- Understand how Excel deals with dates
- Creating date series with the Fill Handle
- Date series that update
- Working day date calculations
- Understanding how Excel deals with times
- Creating time formulas that update
- Handling textual dates and times

Session 4: Working with Raw Data

- Using Data cleaning functions
- Using Text substitution functions
- Extracting data from text
- De-duplicating your data
- Using Text to Columns to clean data
- Working with American format dates

Excel Advanced

Session 1: Tables and Pivots

- Inserting a PivotTable
- Grouping and sorting data
- Creating a PivotChart
- Change how data is represented
- Adding a formula to PivotTables
- Using Report Filters
- Drill-in to PivotTable data
- 3D Maps

Session 2: Working with Databases

- SUMIF and the Statistical IF Functions
- SUMIFS and Statistical IFS
- Database Functions
- Subtotals

Session 3: Introduction to Macros

- Creating a basic macro
- Creating a relative macro
- Using a macro to create a navigation pane
- Deleting and editing macros

Session 4: Introduction to VBA

- Accessing the VBA editor
- Amending existing macros using VBA
- Creating a new macro using VBA
- Creating a user defined function