Course Description

Get started in Excel
- You need to know: About your spreadsheet application
- Opening a workbook
- Overview of the environment
- Moving around a workbook
- You need to know: Text made easy
- Entering data
- You need to know: Selecting, copying, moving
- Selecting and deleting cells
- Undoing and redoing an action
- Column width/row height
- You need to know: Saving files
- Saving a workbook
- Modifying the contents of a cell
- Creating a new workbook

Set out your first Excel calculations
- Entering a calculation formula
- Calculating a sum and other basic functions
- Calculating a percentage
- Reproducing data in adjacent cells

Look good with easy formatting
- Simple numerical formats
- Applying a theme
- You need to know: Formatting characters
- Formatting characters
- Character font and size
- Aligning cell content
- Cell colour
- Cell borders

Print an attractive document
- Page layout
- Print preview and printing
- Page breaks
- Print areas
- You need to know: Headers and footers
- Headers and footers

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Increase your efficiency
- Using Microsoft Excel Help
- Checking spelling
- Find and replace
- Zoom
- Inserting/deleting rows, columns and cells
- Moving cells
- Copying to non-adjacent cells
- Copying cell format quickly
- Merging cells
- Orientation of cell content
- Cell styles
- Sorting data

Multiple worksheets and various views
- Sheet name, tab colour
- Inserting and deleting sheets, sheet background
- Moving, copying, hiding sheets
- Splitting the window, freezing a column/row
- Repeating rows/columns on printed pages
- Hiding elements of a sheet
- Summarising data with an outline

Move on to more complex tables
- Displaying several lines of data in one cell
- Absolute reference in a formula
- Copying values, copying with a link, transposing
- You need to know: Calculating with functions
- Control date, date formats
- Simple conditions
- Custom formats
- Applying a conditional format
- Managing conditional formats
- Naming a range of cells
- Validation rules
- Multiple cell ranges and calculations in functions

Let charts explain your data
- Displaying several lines of data in one cell
- Absolute reference in a formula
- Copying values, copying with a link, transposing
- You need to know: Calculating with functions
- Control date, date formats
- Simple conditions
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- Applying a conditional format
- Managing conditional formats
- Naming a range of cells
- Validation rules
- Multiple cell ranges and calculations in functions

Create striking charts
- Modifying data labels
- Data series and chart axes
- Managing series
- Chart type options
- Managing chart templates
- Creating a sparkline
- Managing sparklines

Illustrate your data
- Creating a drawing object
- Selecting and deleting objects
- Copying and moving objects
- Resizing a drawing object
- Modifying a text box
- Modifying a drawing
- Formatting drawing objects
- Inserting a picture
- Managing pictures
- Rotating and aligning objects
- Stacking and grouping objects

Database functionality with an Excel table
- Subtotal rows
- Creating and managing a table
- Presenting and sorting data in a table
- Automatic calculations in a table
- Automatic filtering
- Custom filters
- Blank cells and duplicates
- You need to know: Advanced filtering with a criteria range
- Criteria ranges
- Copying rows filtered using a criteria range
- Statistics with a criteria range
- You need to know: Flash Fill

See your data from a different angle: pivot tables and charts
- You need to know: Pivot tables and pivot charts
- Creating a pivot table
- Modifying a pivot table
- Selecting, copying, moving or deleting in a pivot table
- Defining the layout and the presentation of a pivot table
- Filtering and searching for data in a pivot table
- Pivot charts

Grasped the basics? Take the next step
- Converting data
- Creating a data series
- Custom views
- Attaching a comment to a cell
- Detecting errors
- Evaluating formulas
- The Watch Window

Find the right function for your calculation
- Lookup functions
- Text functions
- Time calculations
- Date calculations
- Condition with AND, OR, NOT
- Nested conditions
- Conditional functions
- Array formulas
- Calculating with copied values
- Consolidation
- Financial functions
- Double entry data table

Learn some new functionality

- Goal seek
- The Solver
- Managing scenarios
- Hyperlinks
- Creating and customising a theme
- You need to know: Styles and templates
- Creating and working with templates
- Modifying and deleting templates
- You need to know: Exporting data
- Diffusing Excel data: PDF, XPS, e-mail and Web page
- Converting Excel files
- Importing data
- Updating and managing imported data
- Workbook properties

Share and collaborate effectively

- Protecting workbooks
- Protecting specific cells
- Sharing a workbook
- Tracking changes in a workbook
- Merging workbooks
- Finalising a workbook
- Digital signatures
- Creating a form
- Protecting and using a form

Find out more…

- Macros
- Versions and recovery of files
- You need to know: Customising the ribbon
- You need to know: The SharePoint site
- You need to know: Office Online and Office 365
- You need to know: Best practice with a spreadsheet application
- You need to know: Sharing a workbook