

<p>INTRODUCTION</p> <p>Duration:1 Day (9 – 4 pm)</p> <p>Objective: To gain an understanding of the potential of Excel. Be able to create basic formulas apply formatting and print successfully.</p> <p>Essential: Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key.</p> <p>Learning Outcomes By the end of the day you will be able to: Have an understanding of what Excel is capable of. Create your own spread sheets, apply formatting, perform basic Formulas/Functions and print.</p>	<p>Module 1 Getting Started Opening an Existing Spreadsheet Using Templates Understand Compatibility Mode Getting to Know the Environment Saving</p> <p>Module 2 Navigating Cell Pointers Navigation Techniques Selection Techniques Freezing Panes Splitting Zoom</p> <p>Module 3 Editing Worksheets Entering Data Editing Data Undo & Re Do Deleting Data Deleting Columns & Rows Inserting Columns & rows Change Column Width</p>	<p>Module 4 Automated Features AutoComplete Auto Fill</p> <p>Module 5 Formulas & Functions Basic Formulas Basic Functions:- Sum, Average, Max, Min, Count, Counta Using the Function Wizard Relative Cell Referencing Basic Absolute Cell referencing</p>	<p>Module 6 Formatting Cells Font Formatting Conditional Formatting Formatting \$ % Decimals Using Clear Format Using Clear all Using Format Painter Merge Cells, Text Wrap Apply Borders Cut, Copy, Paste Paste Special :- Keep source column width</p> <p>Module 7 Printing Work in Page Break Preview Insert page breaks Set headers to repeat Understand Page Setup settings Print – Selection, active sheet</p>
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<p>INTERMEDIATE</p> <p>Duration:2 Day (9 – 4 pm)</p> <p>Objective: To become familiar with functions and working with multiple sheets.</p> <p>Essential: An awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key. Completed Introduction or equivalent.</p> <p>Learning outcome By the end of the Day you will be able to: Understand Absolute cell references, have a greater understanding of Functions & linking sheets. You will be more confident in manipulating data.</p>	<p>Module 1 Cell Referencing Mixed Absolute Cell Referencing</p> <p>Module 2 Range Names Defining a Range Name Creating a Range Name Using range names in Functions Create Range Name from Selection Paste List</p> <p>Module 3 Functions Basic IF Function SumIf, CountIf Nested If Functions</p>	<p>Module 4 Arrays Using Array instead of Absolute Creating Arrays Edit an array</p> <p>Module 5 Working with Sheets Create Multiple Sheets using Group mode Naming/ Deleting/Inserting Moving/Copying Linking sheets External sheet linking 3D Formulas Data Consolidate</p>	<p>Module6 Working with Data Sorting/Filtering Sort/Filter by Colour Filter by dates Using Search filter Create a Table Sheet Protection Workbook Protection</p> <p>Module7 Graphs Creating Graphs using Insert Creating Quick Graphs Manipulating Graphs Change Chart types Change Layouts Combinations charts Secondary axis</p>
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ADVANCED			
<p>Duration:2 Day (9 – 4 pm)</p> <p>Objective: To create templates with complex formulas. Manipulate and analyse data.</p> <p>Essential: An awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key. Completed Introduction and Intermediate or equivalent.</p> <p>Learning Outcome By the end of the Day you will be able to: create complex functions, manipulate data.</p>	<p>Module 1 Functions IF with And/Or/Not IsBlank, IsText, IsError</p> <p>Module 2 Complex Functions Vlookup, Hlookup Choose ,Index, Match, IFError</p> <p>Module 3 Clean up Functions Using Text to Column Upper case Lower case Left/Right Trim Len Concatenate Text</p>	<p>Module 4 Data Analysis Goal Seek Solver Scenarios Data Tables</p> <p>Module 5 Workbook Tools Validation Rules Creating List Setting Error Alerts Circle Invalid Data Track Changes Create a Track Changes history report</p> <p>Module 6 Working with grouping Subtotalling Totalling by Sum and Count Outlining</p>	<p>Module 7 Pivot Tables Create Table Creating Pivot Tables Group data Work with Value field settings Create Calculated fields Creating a Pivot Chart</p> <p>Module 8 Macros Creating Macros Viewing Macro Code Creating a Message box in VBA Code Assign a Macro to a Command button Creating Relative/Absolute Macros Store Macros Global/Local</p>