



Excel – Beyond the Basics

Who Should Attend:

This one day course will extend your knowledge of Excel to gain a finer appreciation of its functionality. You will discover the power of functions, charting and techniques that make more efficient use of Excel. It will be most suitable if you already have some basic Excel skills, but want to learn some more advanced techniques to enhance the everyday running of your business. The course is suitable for anyone wishing to use this financial tool more effectively and wanting to discover further capabilities of Excel.

Pre-Requisites:

You should be familiar with Microsoft Windows and have a good understanding of Microsoft Excel; alternatively you may have attended The Basics course. You must be able create formulae before attending, if you do not know how, ask as what you should do.

Duration:

1 Day – 10:00 – 5:00pm

Topics:

Revision Exercises	Setting defaults, selecting data/text more effectively, moving around a worksheet, shortcuts, formulae creation, function – Min, Max, Average, Count, Counta
Functions	LOWER, UPPER, PROPER, SUMIF, COUNTIF, CONCATENATE, TRIM, RIGHT, LEFT, LEN
Formulas	Absolute and relative cell referencing
Grouping	Input data into grouped worksheets
Linking	Linking multiple sheets, workbooks. Use workspace feature. Edit external links.
Templates	Using templates as a base design of a workbook
Conditional Processing	Using AND / OR Logic, Nesting IF Functions
Conditional Formatting	Changing formatting according to results
Custom Lists	Create Lists to save on repetitive typing
Analysing Data	Sorting, custom sorting, filtering and reporting on the data using the subtotal feature
Printing Problems	Using page setup, page break preview, row and column titles
Security	Protecting data in cells, worksheets and workbooks. Password protection
Charting	Charting concepts, formatting, adding or modifying data, legends, charting options, saving and printing, chart location