



Microsoft Excel Course Overview (all levels)

These courses run for 1 day each level, 09:30-16:30 but we are flexible with times to suit your requirements.

We are entirely flexible with the topics covered in our courses, we do recommend finding out what delegate's present abilities are to determine the level of course suitable for them. Usually asking them a few questions will accomplish this but we also supply training needs analyses forms on request that can be used for this purpose. Our trainers also question each delegate on the day to determine their specific training requirement.

All our courses are entirely hands on with each delegate using a computer that will enable them to work with real business scenarios. This way, those attending will gain a deeper understanding of their new skills and this will allow for improved production at work.

[Fundamentals of Excel](#) | [Intermediate Excel](#) | [Advanced Excel](#)

Fundamentals of Excel

Course aims:

This course is designed to give an introduction to the essential aspects of this powerful integrated spreadsheet product from Microsoft. It focuses on quick ways to get started and is packed with shortcuts and useful exercises. Those attending will get practice in creating and modifying actual spreadsheets, enhancing them with formulas and charts.

Course content

- Understanding the 2007 screen
- Using the Office button, Groups and the Ribbon
- Using Live Preview
- Finding help
- Quick ways to working with spreadsheets
- Creating a new table
- Inputting and editing data
- Formatting data
- Inserting and controlling worksheets
- Working with the AutoSum function and menu
- Understanding simple formulas
- Creating an absolute cell reference in a formula
- Introduction to charts
- Printing worksheets

Intended audience:

Intending, new or recent users of Excel who want to get to grips with the essentials of this package as quickly as possible. Also, because of the handy quick tips, for anyone who is self-taught.

Assumed knowledge:

A basic understanding of PCs, plus a basic knowledge of the Microsoft Windows operating system is required, gained either by previous experience or by attendance on a "Windows User Introduction" course.

Intermediate Excel**Course aims:**

This course is designed to give users an understanding of some of the more advanced features and functions within Excel and the advantages of using a powerful electronic spreadsheet. Those attending will get practice in using features to manage, automate and customise workbooks, including working with more advanced aspects of formulas including the IF function and using Excel's database tools to compile reports giving them a professional finish.

Course content

- Database features
- Extracting data using AutoFilters
- Compiling reports with Subtotals
- Using the Inset Function to build more advanced formulas
- Automatically changing formats base on values
- Understanding the IF function
- Understanding how nested formulas work
- Linking worksheet tables
- Grouping worksheets
- Working with 3D formulas across worksheets
- Creating and modifying worksheet templates
- Protecting table content for security
- Customising graphs and using secondary axis charts
- Further printing options

Intended audience

This course is suitable for people who have attended the Introduction course or have sufficient knowledge and understanding of the basics of Excel.

Assumed knowledge:

It is essential that the delegate has successfully completed the Excel Introduction course or has gained similar knowledge within the working environment.

Advanced Excel**Course aims**

This course focuses on advanced methods of data management. You will learn how to summarise large workbooks, use analysis tools to forecast figures based on a range of scenarios and use consolidation to bring together information. You will gain a complete understanding of the database features. Learn how to apply filters and sort data into key elements. Find out how you can utilise advanced IF statements and macros to automate repetitive or tedious tasks.

Course content

- Analysing data with 'What If' scenarios
- Further Pivot table tools
- Consolidated Pivot tables
- Goal seeking
- Scenario manager
- Database advanced filters
- Advanced IF statements
- The Lookup functions
- Data consolidation
- Data tables
- Importing data
- Configuring web queries
- Macro security
- Recording macros
- Assigning a Keystroke to a macro
- Running macros
- Understanding a relative reference macro

Intended audience

This course is suitable for people who have attended the Intermediate course or use it on a regular basis and have good knowledge and understanding of Excel.

Assumed knowledge:

It is essential that the delegate has successfully completed the MS Excel Intermediate course or has gained similar knowledge within the working environment.