

Microsoft Excel

Overview

This one day course focuses on equipping delegates with a good understanding of the functions of Microsoft Excel, and can be delivered either on a 1:1 or group basis. This course is aimed at any level of personnel within any business who already have a basic understanding of Microsoft Excel and wish to develop their skills further. By the end of this course, delegates will be able to;

- Demonstrate the main functions of Microsoft Excel
- Successfully implement the use of Excel into their working role

Course Content

The course can be tailored to meet your specific requirements and deal with any issues you may wish to address. To give you an idea of the course content, we could cover the following areas for you.

- Working with Large Worksheets
 - Navigating Worksheets & Workbooks
 - Viewing Options
 - Page Break Preview
 - Hiding & displaying data
 - Printing large Worksheets
 - Freeze and Split Panes
- Multiple Worksheets/Workbooks
 - Inserting sheets
 - Renaming sheets
 - Copying sheets
 - 3D formulas to link sheets
 - Consolidating data
 - Linking Workbooks
- Recap Formulas
 - Relative & absolute referencing
 - Averages, minimum & maximum
 - Paste functions
 - Conditional Formulas

- Formatting the Worksheet
 - Adding Borders & Shading
 - AutoFormats
 - Copying Formats
 - Text Formatting
 - Working with dates
 - Using Special Number Formats
 - Indented lists
 - Merge & Centering

Outcomes

Each delegate will receive individual feedback and will be asked to complete a personal action plan to identify key changes to implement and skills to practice.