

Excel Beginners (6 hour course)

An introduction to the world's most popular spreadsheet program designed for people who have never used a spreadsheet or have limited experience.

Data entry

- learn the parts of Excel screen and toolbars
- create and edit worksheets in workbooks
- use the keyboard and mouse to navigate worksheet
- enter labels (text), values (numeric data), formulas
- open, save, preview and print files

Formatting

- use mouse and keyboard selection techniques
- apply simple formatting to cells and ranges of cells
- insert, delete and resize columns and rows
- cut, copy, paste and move data

Timesavers

- use the undo and redo feature
- use the inbuilt spell check facility
- find and replace text automatically
- use autocomplete and pick from list

Calculations

- use formulas, autosum, autofill, the function wizard

Pre-requisites

Students should have an understanding of file management, the keyboard and how to use a mouse.

Excel Intermediate (6 hour course)

More advanced features of Excel for those who have attended the Excel Beginners course or equivalent. Uses larger workbooks and multiple worksheets.

Working with workbooks

- work with multiple worksheets,
- advanced copy and paste
- group edit data
- link and consolidate worksheets

Formulas and Functions

- naming cells
- absolute and relative cell referencing
- useful functions including if and pmt

Database Uses

- sorting and filtering
- data form, subtotals

Working with Large Worksheets

- headers and footers
- auditing and protecting worksheets
- tools for viewing large spreadsheets
- advanced printing
- charts

Pre-requisites

Students should have completed the Excel Beginners course, or have an understanding of those skills.

Excel Advanced (4 hour course)

Ideal for people who have attended an Excel Intermediate class or have equivalent experience, and who want to explore the program in more depth.

Manipulate Data and Create Formulas

- use named ranges
- array formulas
- vlookup
- isblank
- outlining

Tools to Solve problems

- data tables
- goal seek and solver
- scenarios
- pivot tables

Useful Extras

- create a drop-down list
- create a check box
- record and use simple macros

Note: If time allows, trouble shooting on specific workplace problems may be discussed in the class.

Pre-requisites

Students should have completed the Intermediate course, or have an understanding of those skills.