

Microsoft Excel Training Curriculum

Beginner Course Overview

Includes creating and formatting spreadsheets and charts, learning to sort and filter, and gaining an understanding of Excel's advanced formulas and functions

Detailed Content

Getting to Know Excel

Starting Excel From The Desktop
Understanding The Excel Start Screen
The Excel Workbook Screen How Excel Works
Using The Ribbon
Showing And Collapsing The Ribbon
Understanding The Backstage View
Accessing The Backstage View Using Shortcut Menus
Understanding Dialog Boxes Launching Dialog Boxes
Understanding The Quick Access Toolbar
Adding Commands To The QAT Understanding The
Status Bar Exiting Safely From Excel

Your First Workbook

Understanding Workbooks Using The Blank
Workbook Template
Typing Text Typing Numbers Typing Dates Typing
Formulas Easy Formulas
Saving A New Workbook On Your Computer
Checking The Spelling Making Basic Changes Safely
Closing A Workbook

Working With Workbooks

Opening An Existing Workbook Navigating A
Workbook Navigating
Using The Keyboard Using Go To
Recent Files And Folders
Understanding Data Editing
Overwriting Cell Contents
Editing Longer Cells

Editing Formulas
Clearing Cells Deleting Data
Using Undo And Redo
Cells and Ranges

Understanding Cells And Ranges Selecting

Contiguous Ranges Selecting Non-Contiguous Ranges
Selecting Larger Ranges Selecting Rows Selecting
Columns Understanding Copying In Excel Using Fill
For Quick Copying Copying From One Cell To
Another
Copying From One Cell To A Range
Copying From One Range To Another
Understanding Filling Filling A Series
Filling A Growth Series Extracting With Flash Fill
Understanding Moving In Excel Moving Cells And
Ranges

Formulas and Functions

Understanding Formulas Creating Formulas That Add
Creating Formulas That Subtract
Formulas That Multiply And Divide
Understanding Functions Using The SUM Function
Summing Non-Contiguous Ranges
Calculating An Average Finding A Maximum Value
Finding A Minimum Value Creating More Complex
Formulas
What If Formulas Absolute Versus Relative
Referencing
Relative Formulas Problems With Relative Formulas

Creating Absolute References Creating Mixed References Common Error Messages

Worksheet Appearance

Understanding Font Formatting Working With Live Preview Changing Fonts Changing Font Size Growing And Shrinking Fonts Making Cells Bold Italicising Text Underlining Text Changing Font Colours Changing Background Colours Using The Format Painter Understanding Cell Alignment Horizontal Cell Alignment Vertical Cell Alignment Indenting Cells

Understanding Number Formatting

Applying General Formatting Formatting For Money Formatting Percentages Formatting As Fractions Formatting As Dates Using The Thousands Separator Increasing And Decreasing Decimals

Worksheet Layout

Approximating Column Widths Setting Precise Columns Widths Setting The Default Column Width Approximating Row Height Setting Precise Row Heights Understanding Worksheets Changing The Worksheet View Worksheet Zooming Viewing The Formula Bar Viewing Worksheet Gridlines Inserting Cells Into A Worksheet Deleting Cells From A Worksheet Inserting Columns Into A Worksheet Inserting Rows Into A Worksheet Deleting Rows And Columns More Than One Worksheet Worksheet Wisdom

Sorting and Filtering Data

Understanding Lists Performing An Alphabetical Sort Performing A Numerical Sort Sorting On More Than One Column Understanding Filtering Applying And Using A Filter Clearing A Filter Creating Compound Filters Multiple Value Filters Creating Custom Filters Using Wildcards

Printing

Understanding Printing Previewing Before You Print Selecting A Printer Printing A Range Printing An Entire Workbook Specifying The Number Of Copies The Print Options

Creating Charts

Understanding The Charting Process Choosing The Right Chart Using A Recommended Chart Creating A New Chart From Scratch Working With An Embedded Chart Resizing A Chart Repositioning A Chart Printing An Embedded Chart Creating A Chart Sheet Changing The Chart Type Changing The Chart Layout Changing The Chart Style Printing A Chart Sheet Embedding A Chart Into A Worksheet Deleting A Chart

Getting Help

Understanding How Help Works Accessing The Help Window Navigating The Help Window Using The Office Website For Help Using Google To Get Help Printing A Help Topic Other Sources Of Assistance A Guide to Brilliant Spreadsheets Nothing Beats Good Planning Organisation And Design Spot On Formulas

Intermediate Course Overview

Includes in-depth discussion on how to better organise, analyse, and present data, create complex formulas, use a range of functions and develop dynamic charts and reports

Detailed Content

Fill Techniques

- Creating A Custom Fill List
- Modifying A Custom Fill List
- Deleting A Custom Fill List
- Extracting With Flash Fill
- More Complex Flash Fill Extractions
- Extracting Dates And Numbers

Worksheet Techniques

- Inserting And Deleting Worksheets
- Copying A Worksheet
- Renaming A Worksheet
- Moving A Worksheet
- Hiding A Worksheet
- Unhiding A Worksheet
- Copying A Sheet To Another Workbook
- Moving A Sheet To Another Workbook
- Changing Worksheet Tab Colours
- Grouping Worksheets
- Hiding Rows And Columns
- Unhiding Rows And Columns
- Freezing Rows And Columns Splitting Windows

Page Setup

- Strategies For Printing Worksheets
- Understanding Page Layout
- Using Built-In Margins
- Setting Custom Margins
- Changing Margins By Dragging
- Centering On A Page
- Changing Orientation

- Specifying The Paper Size
- Setting The Print Area
- Clearing The Print Area
- Inserting Page Breaks
- Using Page Break Preview
- Removing Page Breaks
- Setting A Background
- Clearing The Background
- Settings Rows As Repeating Print Titles
- Clearing Print Titles Printing Gridlines Printing
- Headings Scaling To A Percentage
- Fit To A Specific Number Of Pages
- Applying Borders
- Understanding Borders
- Applying A Border To A Cell
- Applying A Border To A Range
- Applying A Bottom Border
- Applying Top And Bottom Borders
- Removing Borders
- The More Borders Command
- Using The More Borders Command
- Drawing Borders
- Drawing A Border Grid
- Erasing Borders
- Formatting The Drawing Pencil

Essential Functions

- Key Worksheet Functions
- Using IF With Text
- Using IF With Numbers
- Nesting IF Functions

The CHOOSE Function

LOOKUP Functions (VLOOKUP & HLOOKUP)

Counting Functions (COUNT & COUNTA)

ROUNDING Functions ROUNDUP & ROUNDDOWN

Manipulative Functions (INT, TRUNC, ABS & SIGN)

The MOD Function

The TODAY Function

The NOW Function

The DATE Function

The PMT Function

[Complex Formulas](#)

Scoping A Formula

Long-Hand Formulas

Preparing For Complex Formulas

Creating The Base Formula (VLOOKUP using Formula Ribbon)

Adding More Operations (Nested IF)

Editing A Complex Formula (Nested IF)

Adding More Complexity (Extending the formula)

Copying Nested Functions

Switching To Manual Recalculation

Pasting Values From Formulas

Documenting Formulas

Financial Functions

Understanding Financial Functions

Using PMT

Using FV

Using NPV

Using PV

Using RATE

Using EFFECT

Using NOMINAL

Date and Time Functions

Understanding Date And Time Functions

Using NOW

Using HOUR And MINUTE Using TODAY

Calculating Future Dates

Using DATE

Using Calendar Functions

Using WEEKDAY

Using WEEKNUM

Using WORKDAY

Using EOMONTH

[Defined Names](#)

Understanding Defined Names

Defining Names From Worksheet Labels

Using Names In Typed Formulas

Applying Names To Existing Formulas

Creating Names Using The Name Box

Using Names To Select Ranges Pasting Defined Names Into Formulas

Defining Names For Constant Values

Creating Names From A Selection

Scoping Names To A Worksheet Using The Name Manager Documenting Defined Names

[Number Formatting Techniques](#)

Applying Alternate Currencies

Applying Alternate Date Formats

Formatting Clock Time

Formatting Calculated Time

Understanding Number Formatting

Understanding Format Codes

Creating Descriptive Custom Formats

Custom Formatting Large Numbers

Custom Formatting For Fractions

Padding Numbers Using Custom

Formatting Aligning Numbers

Using Custom Formats

Customising The Display Of Negative Values

Conditional Formatting

Understanding Conditional Formatting

Formatting Cells Containing Values

Clearing Conditional

Formatting More Cell

Formatting Options Top Ten Items

More Top And Bottom

Formatting Options Working With Data Bars Working

With Colour Scales Working With Icon Sets

Understanding Sparklines

Creating Sparklines

Editing Sparklines

Goal Seeking

Understanding Goal Seeking

Using Goal Seek

[The Quick Analysis Tools](#)

Understanding Quick Analysis

Quick Formatting

Quick Charting

Quick Totals

Quick Sparklines

Quick Tables

[Worksheet Tables](#)

Understanding Tables

Creating A Table From Scratch

Working With Table Styles

Inserting Table Columns

Removing Table Columns

Converting A Table To A Range

Creating A Table From Data

Inserting Or Deleting Table Records

Removing Duplicates Sorting Tables

Filtering Tables Renaming A Table

Splitting A Table Deleting A Table

[Pivot Tables](#)

Understanding PivotTables

Recommended Pivot Tables

Creating Your Own PivotTable

Defining The PivotTable Structure

Filtering A PivotTable

Clearing A Report Filter Switching PivotTable Fields

Formatting A PivotTable Understanding Slicers

Creating Slicers

Inserting A Timeline Filter

[Chart Elements](#)

Understanding Chart Elements Adding A Chart Title

Adding Axes Titles Repositioning The Legend

Showing Data Labels Showing Gridlines Formatting

The Chart Area Adding A Trendline Adding Error Bars

Adding A Data Table

[Chart Object Formatting](#)

Understanding Chart Formatting

Selecting Chart Objects Using Shape Styles Changing

Column Colour Schemes

Changing The Colour Of A Series

Changing Line Chart Colours Using Shape Effects

Colouring The Chart Background

Understanding The Format Pane

Using The Format Pane Exploding Pie Slices Changing

Individual Bar Colours

Formatting Text Formatting With WordArt Changing

WordArt Fill Changing WordArt Effects

Advanced Course Overview

In-depth application of complex formulas, learn to automate repetitive tasks using Macros, understand the data analysis tools in Solver, data linking, Pivot Charts, and controls

Detailed Content

Look Up Functions

Understanding Data

Lookup Functions

Using VLOOKUP

Using VLOOKUP for Exact Matches

Using HLOOKUP

Using INDEX

Using Match

Understanding Reference Functions

Using ROW and ROWS

Using COLUMN and COLUMNS

Using ADDRESS

Using INDIRECT Using OFFSET

Setting Excel Options

Understanding Excel Options

Personalising Excel

Setting the Default Font

Setting Formula Options

Understanding Save Options

Setting Save Options

Setting the Default File Location

Setting Advanced Options

Protecting Data

Understanding Data Protection

Providing Total Access to Cells

Protecting a Worksheet

Working With a Protected Worksheet

Disabling Worksheet Protection

Providing Restricted Access to Cells

Password Protecting a Workbook

Opening a Password Protected Workbook

Removing a Password From a Workbook

Importing and Exporting

Understanding Data Importing Importing From an

Earlier Version Understanding Text File Formats

Importing Tab Delimited Text Importing Comma

Delimited Text Importing Space Delimited Text

Importing Access Data

Working With Connected Data Unlinking

Connections Exporting to Microsoft Word Exporting

Data as Text Inserting a Picture

Modifying an Inserted Picture

Data Linking

Understanding Data Linking Linking Between

Worksheets Linking Between Workbooks Updating

Links Between Workbooks

Grouping and Outlining

Understanding Grouping and Outlining

Creating an Automatic Outline Working With an

Outline Creating a Manual Group Grouping by

Columns

Data Consolidation

Understanding Data Consolidation Consolidating

With Identical Layout

Creating a Linked Consolidation Consolidating From

Different Layouts

Consolidating Data Using the SUM Function

Scenarios

Understanding Scenario Creating a Default Scenario

Creating Scenarios

Using Names in Scenario Displaying Scenarios

Creating a Scenario Summary Report

Merging Scenarios

Pivot Tables

Understanding Pivot Tables Recommended Pivot Tables Creating Your Own PivotTable Defining the

PivotTable Structure Filtering a PivotTable

Clearing a Report Filter Switching PivotTable Fields

Formatting a PivotTable Understanding Slicers

Creating Slicers

Inserting a Timeline Filter

PivotTable Features

Using Compound Fields Counting in a PivotTable

Formatting PivotTable Values Working With

PivotTable Grand Totals

Working With PivotTable Subtotals

Finding the Percentage of Total Finding the

Difference From Grouping in PivotTable Reports

Creating Running Totals Creating Calculated Fields

Providing Custom Names Creating Calculated Items

PivotTable Options

Sorting in a PivotTable

PivotCharts

Inserting a PivotChart

Defining the PivotChart Structure Changing the

PivotChart Type Using the PivotChart Filter Field

Buttons

Moving PivotCharts to Chart Sheets

Validating Data Understanding Data Validation

Creating a Number Range Validation

Testing a Validation Creating an Input Message

Creating an Error Message Creating a Drop Down List

Using Formulas as Validation Criteria

Circling Invalid Data Removing Invalid Circles Copying

Validation Setting

Information Functions

Understanding Information Functions

Using the CELL Function Using the ISBLANK Function

Using the ISERR Function Using the ISODD and

ISEVEN Functions

Using the ISNUMBER and ISTEEXT Functions

Using the TYPE Function

Maths Functions

Understanding Maths Functions Using SQRT

Using ABS Using INT Using TRUNC

Using ROUND

Using ROUNDDOWN and ROUNDUP

Using ODD and EVEN Using CEILINGMATH

Using MROUND Using PRODUCT Using SUMIF Using

SUMIFS

Using SUMPRODUCT

Text Functions

Understanding Text Functions Using the PROPER

Function Using the UPPER and LOWER Functions

Using the CONCATENATE Function

Using the LEFT and RIGHT Functions

Using the MID Function Using the LEN Function

Using the SUBSTITUTE Function Using the T Function

Using the TEXT Function Using the VALUE Function

Recorded Macros

Understanding Excel Macros Setting Macro Security

Saving a Document as Macro Enabled

Recording Relative Cell References

Running a Macro With Relative References