

## Excel Combined – 2 Days



### Course Objectives

Learn the essential skills of using the spreadsheet management program Excel. By the end of this course, students will be able to create Excel workbooks and worksheets, navigate around them, use time saving features such as AutoSum, AutoFill, create charts, work effectively with multiple sheets in workbooks, use basic functions effectively, use productivity tools and work with the Excel list/database features and create formulae and format worksheets.

### Prerequisites

This course assumes that you have gained a basic understanding of Windows. This includes an ability to work with multiple windows and navigate the desktop, as well as having an understanding of computer file storage (i.e. drives, files and folders).

### Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

### Microsoft Office Specialist Exam

Following the Excel Essentials and Excel Intermediate course and with practise you will be in a position to take the Microsoft Office Specialist Exam – **Excel Core**.

The Advanced Excel course topics need to be completed to take the **Excel Expert** exam.

### Excel 2003 Orientation

- The Excel 2003 Screen
- Understanding the Workbook
- Moving around the Workbook and Go To
- Using Menus and Toolbars
- Using Context Sensitive Menus

### A Simple Workbook

- Creating a New Workbook
- Entering Data in a Workbook
- Saving, Opening and Closing Workbooks
- Creating an Input Range
- Essential Formatting
- Column Best Fit

### Selecting Ranges

- Selecting Contiguous Ranges
- Selecting Non-Contiguous Ranges
- Using Special Selection Techniques
- Selecting Larger Ranges
- Range Calculations
- Selecting an Entire Worksheet
- Selecting Rows and Columns

### Editing Data

- Overwriting and Editing Cell Contents
- Using Undo and Redo
- Search and Replace
- Comments – Adding, Editing and Deleting

### Filling Series

- Filling a Growth Series
- Filling a Series Backwards
- Filling Using Options
- Creating a Custom Series
- Modifying and Deleting Custom Series

### Formulas

- Understanding Formulas
- Formulas that Add and Subtract
- The Sum Function
- Formulas that Multiply and Divide
- Referential Formulas
- More Complex Formulas
- Formula Error Checking
- Viewing & Hiding Formulas

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## Absolute Referencing

- Absolute and Relative Referencing
- Problems with Relative Formulas
- Tracing Precedents
- Creating Absolute References
- Creating Mixed References
- Circular References
- Tracing Dependent Cells

## Formatting Cells

- Using the Font Tools
- Using the Alignment Tools
- Using the Number Tools
- The Format Cells Dialog Box
- Formatting Fonts using the Menu
- Superscript Subscript & Strikethrough
- Changing Horizontal Alignment
- Centering Across a Selection
- Wrapping Text
- Changing Text Orientation
- Changing Vertical Alignment
- Formatting Dates and Numbers
- Borders and Shading
- Clearing Cell Formats

## Adjusting A Worksheet

- Inserting and Deleting Columns and Rows
- Resizing Columns and Rows
- Hiding Grid Lines

## Printing

- Print Preview
- Previewing Large Worksheets
- Page Orientation and Scaling to Fit
- Creating Page Headers and Footers
- Formatting Headers and Footers
- Printing Formulas
- Specifying Number of Copies
- Setting Page Margins With Page Setup
- Understanding Paper Sizes

## Printing Techniques

- Setting The Print Area
- Setting Page Margins
- Centring Data on a Page
- Printing Gridlines
- Specifying Print Title Rows and Columns
- Printing With Row And Column Headings

## Working With Functions

- Functions
- Summing non-Contiguous Ranges
- Calculating Average
- Maximum and Minimum Function

## Working With Worksheets

- Copying and Moving Worksheet
- Rename, Insert and Delete Worksheets
- Grouping Worksheets
- Colour Coded Worksheet Tabs
- Copying to another Workbook
- Hiding and Unhiding Worksheets

## Viewing Worksheets

- Freezing Columns and Rows
- Splitting Windows

## Linking Workbooks

- Linking Within a Workbook
- Linking Between Workbooks
- Updating Links Between Workbooks

## Charting

- Using the Chart Wizard
- Choosing and Changing the Chart Type
- Modifying a Chart
- Creating a Pie and Line Charts
- Moving and Deleting Charts

## Charting Techniques

- Adding Data Labels
- Changing the Legend
- Changing Chart Titles
- Showing Data Tables
- Changing Fills and Patterns
- Chart Grid Lines
- Adding a Label to a Chart
- Changing Background Colour
- Adding Data to a Chart
- Renaming and Re-ordering Data Series
- Deleting Data Series
- Modifying the Chart Type of a Data Series

## User-Defined Chart Types

- Naming a User-Defined Chart Type
- Using a User-Defined Chart Type

## Paste Special

- Using Paste Special to Copy Values
- Add Values and Multiply Values
- Transpose Cells

## Conditional Formatting

- Conditional Formatting Options
- Conditional Ranges and Borders
- Applying Multiple Conditions

## Hyperlinks

- Hyperlinking within a Workbook
- Hyperlinking to a Range
- Hyperlinking between Applications

## Excel On The Web

- Publishing a Static Worksheet
- Adding to an Existing Web Page
- Publishing an Interactive Web Page

## Sorting

- Performing a Simple Sort
- Sorting on more than one Column
- Sorting Numbers and Sorting by Rows
- Creating and using a Custom Sort List

## Working With Lists

- Creating a List
- Adding Data to a List
- Filtering and Summarizing Data in a List
- Resizing a List

## AutoFilter

- Applying & Using AutoFilter
- Creating Compound and Custom Filters
- Multiple Value Criteria and Wildcards

## Advanced Filters

- Using an Advanced Filter
- Extracting Records with Advanced Filter
- Using Formulas in Criteria
- Using Database Functions:  
• DSUM, DMIN, DMAX, DCOUNT