



MS Excel

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TRAINING & CONSULTING PTY LTD

Level 1 - Excel Essential Knowledge

Duration: 1/2 Day
Mandatory Prerequisites: A working knowledge of the Windows environment, including mouse skills.
Preferred Prerequisites: Light exposure to the Excel Environment.

Excel Basic Orientation (30 min)

- Starting Excel
- Some basic uses of Excel
- The Excel screen
- The components of the Excel screen
- Creating a new file
- Opening a file
- Closing a file
- Useful keyboard skills
- Cell addresses
- Selecting single cells
- Selecting blocks of cells (ranges of cells)
- Selecting whole rows and columns
- Working on different sheets

Entering Data..... (15 min)

- Entering text & numbers
- Entering currency & percentages
- Entering dates and times
- Undo mistakes
- Clearing a cell
- Creating basic lists
- Creating basic tables

Changing the zoom level

Entering Formulas..... (30 min)

- Entering formulas
- Rules that apply to formulas
- Using the AutoSum button

Basic Formatting..... (30 min)

- The formatting toolbar
- Clearing formats
- Copying formatting
- Neaten columns and rows
- Hiding rows and columns
- AutoFormat

Moving and Copying Data (30 min)

- Cutting, copying and pasting data
- The effects of copying formulas in Excel

Printing Your Spreadsheets (45 min)

- Print preview
- Print preview toolbar

Level 2 - Doing More with Excel

Duration: 1/2 Day
Mandatory Prerequisites: A working knowledge of the Windows environment, including mouse skills. An understanding of simple formulas in Excel.
Preferred Prerequisites: Moving, copying and basic data entry skills.

Managing Worksheets..... (30 min)

- Adding new sheets
- Renaming sheets
- Moving and copying sheets
- Hiding sheets

Using More Formulas/Functions .. (60 min)

- Components of a function
- Creating a percentage

Inserting/Deleting Rows/Columns..... (10 min)

Finding, Sorting And Editing Data..... (25 min)

- The find and replace window
- Using the quick sort buttons

- Editing data
- Clearing a cell
- Checking spelling

Viewing Toolbars (10 min)

Creating Charts in Excel (45 min)

- Selecting the data
- Creating a chart with the chart wizard
- The chart menu and chart toolbar
- Moving the chart
- Sizing the chart
- Formatting the chart
- Changing the chart type



Level 3 - Working More Efficiently With Excel

Duration: 1/2 Day
Mandatory Prerequisites: A working knowledge of creating formulas and using basic functions in Excel, a familiarity with Excel worksheets.
Preferred Prerequisites: A sound understanding of Windows and file structures.

Shortcuts (40 min)

- Keyboard shortcuts
- Mouse shortcuts
- The AutoFill tool:
- Pressing enter
- Arrow keys
- Selecting cells for data entry
- Setting out your spreadsheets efficiently

Linking Cells, Sheets & Formulas (30 min)

- Linking to another cell
- Linking to a cell on another sheet
- Linking to a cell in another file
- Link with 3d formulas

Getting More Out Of Formulas (45 min)

- Relative cell references
- Absolute cell references
- Mixed cell references

The Insert Function Button..... (30 min)

Data Tables (30 min)

- One input data tables
- Two input data tables

Managing Multiple Windows & Files (10 min)

Level 4 - Developing More Control Over Excel

Duration: 1/2 Day
Mandatory Prerequisites: A working knowledge of formatting worksheets and creating charts..
Preferred Prerequisites: A familiarity with showing/hiding columns/rows.

More Control with Format Cells .. (45 min)

- Clearing existing formatting
- The format cells window
- Creating custom formats
- Styles

Custom Views (15 min)

- Saving a custom view
- Using a custom view
- Deleting a custom view

Customising Toolbars (25 min)

- The customize window
- Changing the button image

Enhancing Chart Presentation (60 min)

- Displaying major and minor grid lines
- Configuring the legend
- Formatting the plot area
- Modifying the graph axis
- Modifying a data series
- Modifying a single data point
- Printing charts

Freeze and split (20 min)

- Freezing panes
- Splitting windows

Setting Default File Locations (5 min)

Saving Workspaces (10 min)

Controlling Printing (25 min)

- Setting print area
- Print titles
- Page breaks
- Page break preview



Level 5 - Making Excel Work for You

Duration: 1 Day
Mandatory Prerequisites: A sound knowledge of creating Charts, and using formulas / functions.
Preferred Prerequisites: A sound understanding of formatting worksheets

Customising Chart Types (45 min)

- Built in custom chart types
- Adjusting 3d charts
- User defined chart types
- The default chart type
- Resetting the default chart type

Using Range Names (45 min)

- Benefits of range names
- Valid range names
- Defining range names
- Using range names in existing formulas
- Inserting range names in new formulas

Conditional Formatting..... (45 min)

- Using conditional formatting

Getting Answers with Goal Seek

- Understanding Goal Seek
- Using Goal Seek

Looking For Errors (20 min)

- Common error messages
- The auditing toolbar
- Circular references

Creating Useful Macros (45 min)

- Why create a macro
- Creating a basic macro that records actions
- Using relative cells in a macro
- Selecting the current table with a macro
- Attaching a macro to a button

Go To Special..... (15 min)

Paste Special (25 min)

Cell Comments (5 min)

- Adding cell comments
- Removing cell comments
- Showing cell comments
- Editing comments
- Formatting cell comments

Data Validation (25 min)

- Setting data validation
- Using input messages
- Using error messages

Advanced Link Control (30 min)

- Guidelines for using linked workbooks
- Editing links
- Finding linked cells

Outlining Spreadsheets..... (20 min)

- Creating & Removing outlines

Subtotals (20 min)

- Requirements for subtotals
- Adding subtotals
- Multiple subtotals
- Removing subtotals



Level 6 - Higher Level Spreadsheets

Duration: 1 Day

Mandatory Prerequisites: A working knowledge of linking, experience at using functions, creating Excel tables and creating simple macros.

Preferred Prerequisites: Exposure to Excel Lists/Databases, the need to analyse data.

Applied Functions (120 min)

- Date & Text functions
- Conditional functions
- Lookup functions
- Information functions
- Logical functions
- Nested functions

Protecting Excel Files (25 min)

- Worksheet protection
- Workbook protection
- File protection

Editing Macros..... (105 min)

- The visual basic editor
- Getting help on a statement
- Analysing a macro
- Modifying a macro
- Useful macro commands
- Deleting a macro

Sharing Excel Files (30 min)

- Restrictions on a shared workbook
- Making a workbook shared
- Viewing change history

Filtering & Advanced Sorting..... (45 min)

- AutoFilter
- Advanced filters
- Multiple sorting

Data Consolidation (45 min)

- Requirements for data consolidation
- Using data consolidation
- Consolidation by position
- Consolidation by category

Scenarios (45 min)

- Scenario manager
- Adding scenarios
- Showing scenarios
- Editing & Deleting scenarios
- Creating summary reports
- Merging scenarios



Level 7 - Advanced Spreadsheet Manipulation

Duration: 1 Day

Mandatory Prerequisites: A solid understanding of formulas / functions, a working knowledge of linking worksheets to create summary sheets, an understanding of the Visual Basic editor & macros.

Preferred Prerequisites: The need to create entry forms, and analyse data.

Pivot Tables/Pivot Charts (60 min)

Requirements for a pivot table

Creating a pivot table

Manipulating pivot tables

Creating a pivot chart

Manipulating pivot charts

Solver (45 min)

The solver window

Forms in Excel (45 min)

Adding & Editing form controls

Types of form controls

Custom Macros (120 min)

Using variables

Looping in macros

Selection structure

Calling other macros

Getting user input

Displaying messages

Auto open macros

VBA Objects (120 min)

Objects, Properties and Methods

The Application Object

The Workbook Object

The Worksheet Object

The Range Object

Declaring Object Variables