

Microsoft®

Excel Foundation

(Versions 2003, 2007, 2010)



Course Outline

1 Day Course

INTRODUCTION

Excel is a spreadsheet application packaged with the Microsoft Office suite. It is a very powerful and flexible tool for organizing and analyzing data. Excel's functionality and popularity have made it an essential component on computers in countless organizations, businesses, and other institutions throughout the world.

Excel is comprehensive enough to meet the needs of beginners and experienced users. With Excel you can do a wide range of tasks, from building basic spread sheets, to performing advanced data analysis. If you start at the beginning and work your way up, it won't be difficult to learn and work with Excel at any level you want.

If you are new to Excel, the extensive array of features and capabilities that it provides may seem daunting at first, but don't worry. The keys to becoming proficient with Excel are patience, practice, and a solid foundation built on the basics.

DELIVERY OPTIONS

Open Public Courses

Facilitator led public courses are scheduled in an ever-growing list of locations across Australia, check our website for a venue near you!

Consultancy

Ideal for individual delegates who have a specific requirement from the software or where previous knowledge makes group training inappropriate. The pace and content can be adjusted to the individuals exact needs.

PREQUALIFICATIONS

This course assumes the user understands the basic of using a Windows-based computer. Students should be comfortable using the keyboard, mouse and Start Menu. No previous experience with any versions of Excel is necessary.

OUR WORKSHOPS INCLUDE

- Extensive Learning & Reference Guides provided on USB
- Participation in the full day workshop
- Refreshments and lunch at the workshop (at our venue)
- Provision of a computer laboratory (if required)
- Access to a Microsoft technical expert throughout and post the workshop

In-house workshops

Company specific courses are available for organisations that have a group of employees who need training. These closed courses are ideal where tailoring of the standard course content is required. They typically provide cost benefits, particularly where 3 or more workshops are scheduled.

If you are unsure of your skill level, you can visit our website www.softawarelearning.com.au and take our free online skills test.

OUTCOMES

On completion, participants will know their way around Excel. This workshop provides an understanding of different features of the interface, gives a brief overview of all the navigation options, show users how to print, cover some simple scenarios, and the basics of formatting. By the end of this course, users should be comfortable with creating a new spreadsheet, working with basic formulae, making their look professional and presentable, and saving and printing.

Soft@ware Learning Pty Ltd – FLEXIBLE OFFICE TRAINING SOLUTIONS

ABN 46 110 878 058

Phone: 1300 652 246

admin@softawarelearning.com

OUTLINE INCLUDES

<p>A FIRST LOOK AT EXCEL</p> <ul style="list-style-type: none"> • The Excel Screen • About Toolbars • What is the Active Cell? • Entering Text and Numbers • Navigating within a worksheet • Saving a workbook • Closing a workbook • Creating a new workbook • Opening a workbook • Saving a workbook using another name 	<p>FORMULAS AND FUNCTIONS</p> <ul style="list-style-type: none"> • Creating formulas • Relative cell referencing • Absolute cell referencing • Sum function • Average function • Max function • Min function • Count function • Using a basic IF function
<p>SPREADSHEET DATA</p> <ul style="list-style-type: none"> • Entering Data • Formatting cells and text • Using auto-complete • Using Pick List • Checking the Spelling • Using Fill series • Hiding & Displaying • Selecting a range of cells • Selecting columns & rows 	<p>MANIPULATING WORKSHEETS</p> <ul style="list-style-type: none"> • Switching between worksheets • Renaming a worksheet • Inserting a new worksheet • Deleting a worksheet • Copying a worksheet within a workbook • Moving a worksheet within a workbook • Colouring a worksheet tab • Inserting/Deleting rows & columns • Freeze panes
<p>EDITING SPREADSHEETS</p> <ul style="list-style-type: none"> • Cutting, Copying, And Pasting • Paste special function • Copying formulas • Using Find And Replace 	<p>CHARTS</p> <ul style="list-style-type: none"> • Create a chart • Manipulate chart data • Format chart bars • Format chart colours • Format chart values
<p>FONT FORMATTING</p> <ul style="list-style-type: none"> • Font type • Font size • Bold, italic, underline formatting • Cell border formatting • Formatting the background colour • Formatting the font colour • Using Auto-format 	<p>NUMBER FORMATTING</p> <ul style="list-style-type: none"> • Number formatting • Decimal point display • Comma formatting • Currency symbol • Date styles • Percentages



Previous attendees were asked,
 “For you, what was the most valuable aspect of the course?”

“Even though I had some experience, this really cemented the concepts Gedd was patient and clear and tailored the course to our level of knowledge!”

“Navigating around Excel and understanding how it functions”

“Basic understanding now, from no knowledge to now have an appreciation of how it works”

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admin@softwarelearning.com

Microsoft®

Excel Intermediate

(Versions 2003, 2007, 2010)



Course Outline

1 Day Course

INTRODUCTION

Excel is a spreadsheet application packaged with the Microsoft Office suite. It is a very powerful and flexible tool for organizing and analyzing data. Excel's functionality and popularity have made it an essential component on computers in countless organizations, businesses, and other institutions throughout the world.

Excel is comprehensive enough to meet the needs of beginners and experienced users. With Excel you can do a wide range of tasks, from building basic spread sheets, to performing advanced data analysis. If you start at the beginning and work your way up, it won't be difficult to learn and work with Excel at any level you want.

Because of its layout and widespread availability, it is often used as a tool to create and maintain a list. More seasoned users use it to store database records, create charts or graphs. A lot of organisations use Excel to manage their budgets, business planning, customer records, business intelligence, analysis of sales data, customer data, performance dashboard, etc.

DELIVERY OPTIONS

Open Public Courses

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Consultancy

Ideal for individual delegates who have a specific requirement from the software or where previous knowledge makes group training inappropriate. The pace and content can be adjusted to the individuals exact needs.

PREQUALIFICATIONS

This course assumes the user is familiar with Excel or has completed the Foundation workshop. If you are ready to go beyond the basic functions of Excel and explore some of the programs more exciting features, then this program is right for you.

OUR WORKSHOPS INCLUDE

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OUTCOMES

This course is intended for current Microsoft Excel users who wish to extend their knowledge and skills beyond building simple workbooks. Upon completion of this course, students should be able to use advanced techniques to manage, manipulate and analyse complete data

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OUTLINE INCLUDES

BRIEF REVISION OF EXCEL FOUNDATIONS <ul style="list-style-type: none">• Basic formulae• Conditional Formatting• Hiding & Displaying	MANIPULATING DATA <ul style="list-style-type: none">• Inserting/Deleting rows & columns• Resizing rows & columns• Freeze panes• Inserting Comments• Printing comments• Using the Series function• Creating Custom Lists• Creating a chart with a secondary axis
FORMULAS & FUNCTIONS <ul style="list-style-type: none">• Creating/copying formulas• Relative/Absolute cell referencing• Using Insert Function button• Using nested functions• Using TODAY /DAY/MONTH/YEAR/NOW• Using SUMIF/RANDBETWEEN• Using COUNT/MAX/MIN/AVERAGE• Using CONCATENATE/TRIM• Using VLOOKUP• Using IF	NAMED RANGES <ul style="list-style-type: none">• Naming a range or cell• Rules for naming cells and ranges• Named ranges within formula• Creating named ranges automatically based cell values• Deleting named cells/ranges• Filters & Lists
CHARTS <ul style="list-style-type: none">• Secondary Axis• Chart Tools	DATABASE & LIST MANAGEMENT <ul style="list-style-type: none">• Sorting data by multiple columns• Creating/removing Subtotals• Using Auto-filter• Using Advanced filter



Previous attendees were asked,
“For you, what was the most valuable aspect of the course?”

“I can’t wait for the Advanced Level, learnt lots!”

“I loved all of it, it’s great to know how much Excel can do”

“I found the course perfectly suited you the level I was at. Being able to practise with the exercises was invaluable”

“The shortcuts will come in very handy, overall a great course that will help with my current role”

Microsoft®

Excel Advanced

(Versions 2003, 2007, 2010)



Course Outline

1 Day Course

INTRODUCTION

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PREQUALIFICATIONS

Advanced Excel training is for people who can already create moderately complex spreadsheets and want to add more sophistication and automation. Candidates should have completed the Intermediate level, or feel competent they have an intermediate knowledge of Excel.

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OUTLINE INCLUDES

GETTING THE MOST FROM YOUR DATA <ul style="list-style-type: none">• Outlining and Grouping your Data• Goal Seek• Data Tables• Scenario Manager• More on Pivot Tables• Exploring Scenarios• What if Analysis	WORKING WITH MACROS AND CONTROLS <ul style="list-style-type: none">• Creating Macros In Excel• Absolute and relative referencing• Macros & VBA• Macros and the Toolbar• Tabs & Controls
ADVANCED FUNCTIONS <ul style="list-style-type: none">• More Conditional Formatting• Goal Seek• Security & protection	ADVANCED EXCEL TASKS <ul style="list-style-type: none">• Creating and using Shared Workbooks• Advanced File Management• Consolidation• Validation• Dependant Lists• Custom and Advanced Features in Excel



Previous attendees were asked,
“For you, what was the most valuable aspect of the course?”

“A greater understanding of macros and dependant lists, trainer was excellent in creating a low stress learning environment”

“I loved all of it, and learned new functions that are very useful for my job. The knowledge gained will really improve my performance”

“I found the course really useful as it enhances my knowledge of Excel and taught me many new tips that I will use in my work.”

“Macros and their various uses for business processes.”