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YOUR COURSE, YOUR WAY - MORE EFFECTIVE IT TRAINING

Microsoft Excel Introduction/Intermediate

Duration: 2 days

Overview:

Over the years, the king of all spreadsheet programs has grown from a fairly simple calculator into an application with the ability to perform highly complex operations. The problem for most is figuring out where to start and how each of the functions can be used.

Books are great reference tools if you already know what you're looking for, but Aspect Training's Excel training courses are where you'll really grasp the full potential of Excel quickly. With Aspect Training's Microsoft Excel Introduction / Intermediate, you can acquire a working knowledge with just two days of Excel training.

Of course it takes more than two days of Excel training to get a complete understanding of this powerful program. This course will give you the platform on which to build your skills and lead to greater efficiency and productivity with Microsoft Excel

Many of today's managers require that new employees have some level of Excel training. If you're in the job market, Excel training is a C.V. line item you'll want to obtain. Courses are fast, inexpensive and can drastically increase your opportunities. The job market is fiercer today than ever and earning the position you desire means taking a proactive approach to skill building.

Prerequisites:

Delegates should have a familiarity with Microsoft Windows

Topics:

1 - Excel Basics

Spreadsheet Terminology

Exploring the Excel Window

Opening and Navigating a Workbook

Closing a Workbook

2 - Entering And Editing Data

Creating a New Excel Workbook

Entering and Editing Labels and Values

Entering and Editing Formulas

Saving and Updating A Workbook

3 - Printing

Preparing To Print

Page Set up Options

4 - Modifying A Worksheet

Moving a Copying Data

Moving and Copying Formulas

Using Absolute References

Inserting and Deleting Ranges

5 - Using Functions

Entering Functions

Using Autosum

Using AVERAGE, MIN, MAX, and COUNT

6 - Formatting Worksheets

Formatting Text

Formatting Rows and Columns

Number Formatting

Other Formatting Features

7 - Creating Charts

Creating a Chart

Printing Charts

8 - Web Features

Saving a Worksheet as a Web Page

Adding Hyperlinks

Sending a Workbook via Email

9 - Additional data entry and formatting techniques

Restricting cell entries to specific numbers, dates, times or entries in a list

Applying number formats to cell entries

Creating a custom number format

Applying conditional formatting to a worksheet

10 - Working with a template

Creating a template; modifying the default template style

Basing a new workbook on a custom template

11 - Auditing a worksheet

Tracing precedents, dependents and errors in a worksheet

12 - Working with a database

What is a database?

Totalling database entries, filtering and sorting database records

Specifying a criteria range in a filter operation

Using a data form to enter database records

Querying an external database

13 - Using financial functions

Using the PMT and FV functions

Setting up a financial analysis table

14 - Using logical functions

Using the IF and nesting IF functions

15 - Using date/time functions

Using the DATE and NOW functions

16 - Using lookup functions

Using the VLOOKUP and HLOOKUP functions

17 - Linking worksheets within a workbook

Setting up related worksheets within a workbook

Moving the cell pointer from one worksheet to another

Copying data from one worksheet to another; editing the data

Entering a formula to link related worksheets

Formatting multiple worksheets in one operation

Moving and copying worksheets

Previewing and printing multiple worksheets in one operation

18 - Linking multiple workbooks

Entering a formula to link multiple workbooks

Creating a workspace

19 - Using Excel Internet features

Accessing the internet from Excel

Linking an Excel workbook to a web page, saving Excel data as a web page

20 - Analysing data (Part 1)

Creating a pivot table report

Resetting a summary function in a pivot table report

Creating a pivot chart report, creating a pivot table report for the internet

21 - Analysing data (Part 2)

Using the solver, outlining a worksheet

Additional data analysis topics

22 - Importing and exporting data

Importing a text file into Excel

Importing an HTML file into Excel

Exporting Excel data into other applications

23 - Using Excel workgroup features

Tracking changes and inserting comments in a worksheet

Accepting and rejecting proposed changes/reviewing comments

Protecting a shared or unshared workbook

Additional workgroup topics

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