

Microsoft Excel - Improving Basic Skills

Overview

This course is aimed at existing users of Excel who are a bit out of practice or are “self-taught”. It is ideal for building confidence and skill levels.

This course is offered for Microsoft Excel 2007, 2010, 2013.

Objectives

This course will develop Excel skills to improve efficiency. We will “fine tune” the use of common tasks and short cuts. This course will prepare you for attendance at the Excel intermediate course. At the end you will:

- Have expanded your knowledge of Excel’s formulae functions
- Control display format of data using conditional formats
- Use filters to search for information
- Use charts to analyse data

Some topics are specific to a version therefore will only be included for the relevant version.

Course Content

Worksheet basics including.

- Selection, navigation and formatting and using shortcuts
- Excel themes – changing colours, fonts and effects, setting a default
- Adding Cell Comments

Customising QAT and the ribbon developing formulae and using functions.

- Using the formulas tab
- Calculating percentages and variances
- Common basic functions MIN, MAX, AVERAGE, COUNT, COUNTA, COUNTBLANK
- Understanding relative referencing
- Understanding absolute referencing
- Understanding dates in Excel and using date function such as today, now, days
- Understanding common error displays

Protecting data.

- Cell locking and unlocking
- Worksheet and workbook

protection

Conditional formatting.

- Data bars
- Colour scales
- Icon sets
- Top/bottom

Data sort and filter.

- Sorting data by value shape and colour
- Auto filter
- Insert as table and working with table styles

Using worksheet views.

- Zoom control, controlling Multiple windows, Freeze panes/locking titles
- Printing techniques for large spreadsheets

Charts/graphs.

- Creating simple charts
- Editing charts
- Formatting charts
- Excel chart recommendation

PFH Technology Group

Duration: 1 day

Cost: €250

Format: Instructor led

Prerequisites

An elementary knowledge of Excel is required or attendance of our 1 day introduction course.

PFH Technology Group

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