



MICROSOFT EXCEL INTRODUCTION

Introduction to the Course

A two-day course aimed at delegates who are not familiar with Microsoft Excel or who are converting to Office. Delegates will learn how to utilise all the main features in Excel to prepare top quality spreadsheets.

Pre-requisites

Candidates do not need any knowledge of spreadsheet preparation, or those that require upgrading to Microsoft Office.

Course Content

Understanding the Screen Layout

- Menus
- Toolbars
- Formula Bar
- Sheet Layout
- Moving around Sheets
- Sheet Tabs
- Help/Office Assistant

Selecting

- Cells
- Ranges
- Columns/Rows
- Sheets

Formatting

- Cells
- Ranges
- Columns/Rows
- Sheets
- Numbers
- Alignments
- Fonts
- Borders
- Shading/Patterns
- Gridlines

Page Set-up

- Preview
- Margins
- Headers/Footers
- Sheet

Worksheets

- Go To Feature
- Deleting/Inserting/Renaming
- Adjusting Column Widths
- Adjusting Row Heights

Formulas

- Direct entry
- AutoSum
- Paste Function

Formula Types

- Sum
- Average
- Minimum
- Maximum
- Count
- Percentages
- Additions
- Subtractions
- Divisions

Formula Features

- Editing
- Deleting
- Displaying

Editing Tools

- Cut/Copy/Paste
- Undo/Redo
- Format Painter

Multiple Books

- Displaying Multiple Books
- Duplicating Sheets
- Linking Work Books

Charts

- Chart Wizard
- Formatting
- Quick Charts
- Chart Types
- Modifying



MICROSOFT EXCEL INTERMEDIATE

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Pre-requisites

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Course Content

FORMULA REVISION

- Sum
- Average
- Minimum
- Maximum
- Count
- Date
- If Statements
- Nested If
- Vertical Lookups
- Horizontal Lookups
- Count If
- Operators

Worksheet Tools

- Grouping Sheets
- Duplicating Sheets
- Comments in Cells
- Multiple Books
- Protections
- Naming Ranges

Auditing Workbooks

- Tracing Precedents
- Tracing Dependants
- Errors
- Go To

Working Tools

- Scenarios
- Goal Seeking
- Consolidation

CHARTS

- Bar
- Pie
- Line
- Trends
- Defaults
- Datasheet
- Legends/Headings/Adding/Removing Data

Editing Tools

- AutoFill
- Creating Lists

Database Functions

- Sorting
- Filtering
- Advanced Filter
- Sub Totalling

Display Options

- Page Breaks
- Formula
- Column/Row Headings for Printing
- Freeze Paine
- Split Screen
- Zoom Control
- Custom Views

Formatting

- Custom
- Conditional
- Styles



MICROSOFT EXCEL ADVANCE

Introduction to the Course

A One-day course aimed at delegates who are familiar with Microsoft Excel or who are converting to Office. Delegates will learn how to utilise all the main features in Excel to prepare top quality spreadsheets. Dealing with Building Toolbars and Automations (Macros).

Pre-requisites

Candidates should have an in depth knowledge of spreadsheet preparation, or those that require upgrading to Microsoft Office.

Course Content

Formula Types

- Paste Function
- IF Statements
- Nested Ifs
- Vertical Lookups
- Horizontal Lookups
- Naming Ranges
- Using Names
- Date Formula
- Count IF
- Statistical Formula
- Displaying/Printing
- Protecting

Database Functions

- Sorting
- Filtering
- Sub Totalling
- Pivot Tables
- Groupings
- Consolidations
- Scenarios
- Goal Seeking

Toolbars

- Creating/Editing/Deleting

Macros

- Creating
- Running
- Editing
- Placing on Toolbars
- Deleting
- Creating Simple Forms
- Visual Basics Environment

Worksheet Functions

- Duplicating Sheets
- Grouping Sheets
- Linking Sheets
- Paste Special
- Multiple Books
- Displaying Multiple Books
- Linking to Other Applications
- Custom Lists

Charting

- Types
- Datasheets
- Titles
- Defaults
- Quick Charts

Auditing Workbooks

- Tracing Precedents
- Tracing Dependents
- Errors
- Go To
- Comments

Forms Toolbar

- Creating Buttons
- Attaching to Macros

Drawing Tools

- Using Draw Tools
- Word Art
- Clip Art



MICROSOFT EXCEL VISUAL BASICS FOR APPLICATIONS

Introduction to the Course

A two-day course aimed at delegates who want to learn about VB for Applications within Excel. The purpose of the course is to allow the delegates to gain an understanding of the Visual Basics environment.

Pre-requisites

Candidates do not need any prior knowledge of VBA but have a desire to learn of its potential, and have a good knowledge of the Excel commands.

Course Content

Automating Repeated Tasks

- Making Macros do simple Tasks
- Recording and Running Macros
- Step by Step Recording
- Running the Macro
- Making Macros Easy to Use
- Assign to a Keyboard Stroke
- Assign to Toolbars and Menus
- Assign to a Button within a Spreadsheet
- Assign to a Graphic Item
- Editing a Recorded Macro

The VBA Environment

- Dealing with Properties
- Dealing with Modules
- Printing a VBA Module
- Customising VBA Modules
- Adding VBA Modules

Worksheet/Book Properties

- Worksheet/Workbook Properties
- Macro Workbooks

Using VBA Help

- Find Sample Code
- Copying Sample Code
- Bookmarks

Commenting In Code

- Adding Comments to Code

Creating Forms

- Adding Controls
- Using Draw Tools
- Create Commands
- Naming Convention
- Assigning Procedures
- Viewing Forms

Writing Code in New Modules

- IF Statements
- IF Then Else
- Next IF
- Do Loops
- Off Set Methods
- Cells/Range Methods

Worksheet Events

- Activate Events
- Calculate Events
- Deactivate Events
- Stepping Through a Routine

Debugging

- The Immediate Window
- Using the Debug.Print Statement
- Error Handler

Functions

- Creating a User Defined Function
- Using a User Defined Function