

ARROW COMPUTER TRAINING

Telephone: 01827 61906

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INTRODUCTION TO EXCEL – Stage 1 Course

Overview

This course is for the student who has no or little previous knowledge of spreadsheet work. This course is also designed for students who may have been entering data to existing spreadsheets but have not actually created their own spreadsheets.

Prior Knowledge Requirements

Basic computer skills such as using a mouse, navigating through windows and surfing the Internet.

The course covers the following areas:

Getting Started with Excel

- An Overview of Excel
- Navigating in Excel
- Selecting Data
- Entering Data
- Save a Workbook
- Close and Open files
- Obtain Help

Performing Calculations

- Create Basic Formulas
- Using AutoSum
- Calculate with Functions
- Copy Formulas and Functions
- Check data with status bar options

Formatting a Worksheet

- Change Font Size and Type
- Add Borders and Colour to Cells
- Change Column Width and Row Height
- Merge Cells and Centre data
- Apply Number Formats
- Align Cell Contents
- Apply an AutoFormat
- Using Auto Complete

Modifying a Worksheet

- Move and Copy Data Between Cells
- Fill Cells with Series of Data
- Edit Cell Data
- Insert and Delete Cells, Columns, and Rows
- Find, Replace, and Go To Cell Data
- Spell Check a Worksheet

Printing Workbook Contents

- Create a Header and a Footer
- Set Page Margins
- Change Page Orientation

Customising Layouts

- Split a Worksheet
- Arrange Worksheets
- Freeze and Unfreeze Rows and Columns

Charts

- Creating Charts
- Modifying Charts
- Saving and Printing

What's next?

Excel Stage 2, the next course in this series, develops the student's Excel knowledge by covering areas such as grouping worksheets, using logical formula and Lookup functions. The course also includes more work with charts and graphics, filtering data, linking spreadsheet data and linking to other programmes such as Word or PowerPoint.

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INTERMEDIATE EXCEL – Stage 2 Course

Overview

A course for people who have previously attended Stage 1, or who have been working with spreadsheets but feel they are not using the system to its fullest capabilities. This course normally commences with a short revision exercise to recap on basic areas of spreadsheet use.

Prior Knowledge Requirements

A working knowledge of using Excel spreadsheets, together with computer skills such as basic knowledge of Windows and, ideally, familiarity with Word and/or PowerPoint.

The course covers the following areas:

Linking Data

- Grouping Spreadsheets
- Creating Summary Formula
- Linking Data Within Workbooks
- Linking Spreadsheet Files
- Embedding Graphs and Spreadsheet Data in other Programmes
- Edit Links

Functions and Formulas

- Create and Apply a Name for a Range of Cells
- Calculate Across Worksheets
- Statistical Functions
- Logical Functions
- Lookup and Reference Functions
- Date and Time Functions
- Using Rounding Functions
- Create an Absolute Reference

Sorting and Filtering Data

- Sort Data Lists
- Filter Data Lists
- Create and Apply Advanced Filters
- Calculate with Database Functions
- Add Subtotals to a Worksheet

Charts

- Re-Scaling a Chart Axis
- Changing Source Data
- Working with Two Axis (Trend Lines)
- Printing Facilities

Further Formatting Options

- Conditional formatting
- Creating, using, editing and printing cell comments
- Autocorrect
- Autocomplete and Pick from list options
- Create a Custom Number Format

Working with Graphic Objects

- Insert Graphics
- Create AutoShapes
- Format Graphic Objects
- Change the Order of Graphic Objects
- Group Graphic Objects
- Move, Copy, and Resize Graphic Objects
- Create a Diagram

Developing a Workbook

- Format Worksheet Tabs
- Reposition Worksheets in a Workbook
- Insert and Delete Worksheets
- Copy and Paste Worksheets
- Hide and Unhide Worksheet

Printing Workbook Contents

- Set a Print Title
- Insert and Remove Page Breaks
- Print a Range
- Set and Clear Print Area

What's next?

Excel Stage 3, the next course in this series, takes the student to advanced use of Excel spreadsheets and covers areas such as auditing, working with templates and styles, importing data, what-if options, working with macros, using pivot tables and how to use the facilities to analyse data. This course also covers more advanced functions and security protection for workbooks.

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ADVANCED EXCEL – Stage 3 Course

Overview

Previous training, and use of Excel, has provided the student with a solid foundation in the basic and intermediate skills for working with Excel spreadsheets. Excel will have been used to perform tasks such as running calculations on data, and sorting and filtering numeric data. In this course, the objective is to extend knowledge into the more specialised and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to complex data sets, and share Excel data with other applications.

Prior Knowledge Requirements

A course for people who have previously attended Stage 1 and 2, or who have been working with spreadsheets and have a good knowledge of basic and intermediate Excel use, and wish to take their knowledge to an advanced level.

The course covers the following areas:

Templates And Styles

- Using Templates
- Creating A Template
- Applying Templates
- Using Styles
- Creating A Style
- Applying A Style
- Editing A Style
- Deleting A Style
- Copying Styles From Another Workbook

Streamlining Spreadsheets

- Outlining
- Sub-totals and Grand Total
- Cell Comments
- Data Validation
- Consolidation

Analyzing Data

- What-If Analysis
- Goal Seek
- Data Tables
- Scenario Manager
- Solver

Macros And Custom Controls

- Working With Macros
- Recording Macros
- Running Macros
- Creating Macro Buttons
- Adding Custom Controls

Pivot Tables

- Creating a Pivot Table Report
- PivotChart Reports
- Analysing data with Pivot Tables
- Working with formula and functions in Pivot Tables
- Importing external data for Pivot Tables

Security And Proofing

- Security Features
- Protecting Excel Files
- Password Protection
- Worksheet Protection
- Cell Protection
- Working With Digital Signatures

Importing Data

- Exporting spreadsheet data
- Importing Data From External Sources
- Importing Text Files
- Using Microsoft Query
- Querying Data From The Web
- Refreshing Data

Advanced Charting

- Chart 'What-if' Analysis
- Adding Trendlines
- Working with Data Series Formula
- Adding graphics to charts

Other Features

- Customizing Excel