



Excel Spreadsheets

Microsoft Excel Beginner:

Basics

starting and exiting Excel · the Excel screen · menu bars · dialog boxes · getting help · tools and toolbars · starting, opening and closing workbooks.

Creating Simple Worksheets

the cell pointer · moving around the worksheet · entering & editing data · AutoComplete · AutoCorrect · undo · undo

Worksheet Formatting

selecting cells · changing data attributes · changing the font and size of data · adding borders and shading · using the format painter.

Working with Calculations

writing simple formulae · copying formulae · fill handle · creating formulae for addition, subtraction, multiplication & division · AutoSum · using the formulae palette · order of precedence.

Printing Documents

viewing workbooks in print preview · changing the page orientation · enlarging and reducing data · centring data on the page · adding headers and footers.

Copying and Moving Data

using drag and drop to rearrange data · using copy and paste to create multiple copies of data · using the fill handle.

Microsoft Excel Intermediate:

Hints and Tips

techniques for selecting cells · using named ranges of cells · copying and pasting techniques · adding cell comments · exploring the Fill handle · applying conditional formatting.

Multiple Worksheets

moving between worksheets · customising worksheet names · inserting and deleting worksheets · moving and copying worksheets · group mode · linking worksheets · printing multi worksheet workbooks.

Charts

creating a chart · changing the chart type · adding data · improving the appearance of a chart · using AutoFormat · creating custom formats · 3D charts · inserting graphics · saving charts · printing charts.

Working with Lists of Data

creating and editing a database list · using Excel's data form to enter data into a list · searching and finding data using the data form · sorting data in a list · using the AutoFilter to find data in a list.

Automatic Subtotalling

adding subtotals to a list of data · using different subtotal functions · removing subtotals.

Working with Worksheets

freezing areas of the worksheet · splitting the screen · hiding cells and worksheets · protecting worksheets and workbooks · validating entered data · adding a password to a workbook.

Microsoft Excel Advanced:

Databases

database terms · advanced filter · unique records · calculated fields in lists · database functions.

Pivot Tables

creating a pivot table · modifying a pivot table · formatting data · refreshing data · using the drill down facility · sorting & filtering data · adding calculated fields · grouping data.

Conditional Statements

Excel's logical functions · creating conditional tests · using formulae within conditional tests · nesting conditional statements.

Multiple Files

working with multiple files · displaying multiple files · moving & copying worksheets · creating formulas between multiple files · editing linked formulae · consolidating data · setting up a consolidation · consolidation by position · consolidation by category.

Scenario Manager

creating a scenario · displaying scenarios · editing scenarios · creating scenario reports.

Macros

recording simple macros · macro storage · running macros · absolute & relative references · assigning shortcuts to macros · creating a macro button · viewing VBA code.