



Please note that this outline is only intended as a guide and that any event can be customised to suit you.

Microsoft Excel (all versions)

Level 1 – New User (1 day)

- what's new in your version of Excel?
- overview of Excel features and capabilities
- functional elements of the Excel screen
- how to get help (especially on using functions)
- opening, closing, saving and searching for files
- entering and editing data (including labels, values and formula)
- moving around the worksheet and selecting ranges
- using formula and functions (including SUM, COUNT and TODAY)
- applying formatting to numeric data and text labels
- altering the worksheet appearance (e.g. column widths and row heights)
- creating and editing charts
- introduction to printing

Level 2 – Regular User (1 day)

- working with named ranges and multiple worksheets
- when to use absolute, relative and mixed cell addressing
- using zoom, freeze titles and split screen to change the display
- hiding and protecting data (including security considerations)
- creating custom and conditional formatting
- creating hierarchical data structures with Outlines
- creating and saving custom charts (including 'pictograms')
- adding header and footer information to printed copies
- setting up and using Custom Views to control what is seen or printed
- overview of list handling in Excel (including sorting and use of AutoFilters)
- working with Pivot Tables

solutions@ttsweb.co.uk
http://www.ttsweb.co.uk
tel : (0117) 9022845

VAT reg No : 691 6021 39

Total Training Solutions
South West Ltd is Registered in
England, No. 5190199



Please note that this outline is only intended as a guide and that any event can be customised to suit you.

Microsoft Excel (all versions)

Level 3 – Advanced User (1 day)

- review of good spreadsheet design concepts and techniques
- applying formula to textural data (e.g. to convert to upper or lower case)
- using logical functions and nested IF's to carry out complex tests
- using SUMIF and COUNTIF to selectively sum and count
- using dates within formula (e.g. to calculate due date on an invoice)
- using data validation to control user input (including drop-down lists)
- working with Excel tables (e.g. to compare loan repayments from different lenders)
- using statistical formula (including frequency distributions and SD)
- using Lookup functions to find data values in a table
- using Scenarios to store multiple sets of figures and analyse outcomes
- working with Goal Seek and Solver to find solutions and optimise outcomes
- customising the Toolbars*
*Quick Access Toolbar in Excel 2007/10 and the Ribbon in version 2010
- creating a keystroke macro and assigning to a button

solutions@ttsweb.co.uk
http://www.ttsweb.co.uk
tel : (0117) 9022845

VAT reg No : 691 6021 39

Total Training Solutions
South West Ltd is Registered in
England, No. 5190199