



**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)***

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### ***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
- obtaining help
- 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 formats, (including 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

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### **Level 3 – Advanced User (1 day)**

- review of good spreadsheet design concepts and techniques
  - applying formula to textural data, (e.g. convert to uppercase)
  - 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)
  - creating What-if? tables, (e.g. to compare loan repayments from 2 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
  - creating a keystroke macro and assigning to a button
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