

**Objectives** A comprehensive tour around the abilities of Microsoft Excel. Calculations; Worksheet auditing; Lists of data; Forms; Charts; Pivot Tables; Macros.

**Prerequisites** Some experience in using/creating spreadsheets would be beneficial.

**Duration** 2 days

The topics covered on the course are,

## 1 Functions

- Statistical Functions
- Math & Trig Functions
- Text Functions
- Logical Functions
- Table Lookup Functions

## 2 Handling Worksheets

- Conditional Formatting
- Data Validation
- Worksheet and Formula Auditing
- Formula Evaluator / Error Checker
- Using Views and Scenarios

## 3 Using Lists

- Sorting on Multiple Columns
- Sorting with Custom Lists
- Advanced Filter
- Database Functions

## 4 Data Entry Forms

- Drawing the Controls
- Formatting the Controls
- Features Available

## 5 Charting

- Revision of Basic Features
- Understanding Series and Categories
- Adding Data to a Chart
- Types of Chart:
  - Column / Line / Pie / Bar
  - Area / Scatter / Stock / Doughnut
  - Radar / Surface / Bubble

## 6 Summarising a List

- Sub-totalling Data
- Creating a Pivot Table
- Modifying a Pivot Table
- Using Slicers
- Creating a Pivot Chart

## 7 Other Features

- Date and Time Functions
- Information Functions
- Absolute, Relative & Mixed References
- Formulas between Worksheets and Workbooks
- Protecting the Workbook

## 8 More about Lists

- Text to Columns Wizard
- Removing Duplicates
- Comparing Lists
- Converting a List into a Table

## 9 Simple Macros

- Recording a Macro
- Running a Macro
- Editing a Macro

## 10 Customising Excel

- Setting Options
- Custom Number Formatting
- Templates