

Microsoft® Excel Online Training Sessions

These sessions are brought direct to your PC or laptop using GoToTraining. They are live Tutor Led sessions, where you can ask questions and practice, using the exercises provided, whilst the tutor is there to help. All you need is a broadband connection and ideally a headset.

These are all individual sessions and you can register for any one or all of them. If you want to register for more than one session, we recommend that you take them in their numbered order.

E1: Formatting & Printing Worksheets

Duration: 1 hour **Introductory level**

- Clearing Formats Only
- Formatting Cells – Numbers, Dates, Text
- Borders & Shading
- Using TableFormats
- Printing A Worksheet – Fitting to Page, Page layout view, Headers & Footers
- Using Page Break Preview
- Printing an Area of the Worksheet

E2: Data Entry & Basic Formulae

Duration: 2 hours **Introductory level**

- Entering Text, Values and Dates
- Using AutoFill to copy contents and formats
- Automatically enter a sequence of dates and/or numbers
- Building Formulae, Add, Subtract, Multiply & Divide, Adding up using the Sum Function
- Using the Min, Max, Average, Count and IF Functions
- Excel's order of calculation
- Absolute & Relative cell referencing

E3: Working with Charts

Duration: 2 hours **Intermediate level**

- Creating & Editing Charts
- Working with Colours, Gridlines, Legends & Titles
- Adding Text
- Adding more data to a chart
- Placing data on a secondary axis
- Removing data from the chart
- Adding data from more than one sheet
- Moving a Chart, Copying a Chart from Excel to Word
- Changing the Default Chart Type

E4: Multiple worksheets v Workbooks

Duration: 1 hour **Intermediate level**

- Copying, Deleting, Moving & Naming Sheets
- Building a Formula across sheets
- Using Group Mode to work on sheets simultaneously
- Building a linking formula across multiple workbooks
- Editing the links
- Saving a Workspace

E5: Database/List Management

Duration: 1 hour **Intermediate Level**

- Principles of an Excel List
- Freezing Panes
- Sorting a List
- Filtering a List
- Producing Subtotals
- Formatting as a Table
- Entering Data in the table
- Adding Totals to the Table
- Filtering in a Table

E6: Pivot Tables

Duration: 2 hours **Advanced level**

- Create a PivotTable Report
- Add/Remove Pivot Table Fields
- Reorganise the PivotTable
- Hide Rows and Columns
- Format the Report
- Use Layout Options
- Add/Remove Subtotals
- Group and Sort Items
- Use Advanced Data Field Options
- Use different functions in the Data Area
- Use the "Show Data As" Option
- Create Calculated fields within the Pivot Table
- Using the Report Filter

E7: Advanced Functions

Duration: 2 hours

Advanced Level

Using Range Names
COUNTIF & SUMIF Functions
Using IF- Enter data into cells based on the result of a test.
Text functions – UPPER, LOWER, PROPER, LEN, CONCATENATE
Using VLOOKUP – Find data based on a lookup value
Date Functions (TODAY, NOW, WEEKDAY, YEARFRAC)

E8: Working with Large worksheets

Duration: 1 hour

Advanced level

Freezing & Splitting panes
Creating Outlines
Working with large worksheets
Collapsing rows and columns
Creating Charts from collapsed data
Creating Custom Views
Saving views within the workbook