

## Microsoft® Excel Modular Training Sessions

Modular training takes the form of 2-3 hour sessions with a 15 minutes break between each.

- Modular training, does not take staff away from their desk for more than 2-3 hours.
- They only need attend the sessions/features which they will use.
- They can put what they have learned into immediate effect.
- It can be a problem solving session as well.
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### E1: Formatting & Printing Worksheets

**Duration: 1.5 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

### 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

### E2: Data Entry & Basic Formulae

**Duration: 3 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

### E5: Database/List Management

**Duration: 2 hour**

**Intermediate Level**

- Principles of an Excel List
  - Freezing Panes
  - Sorting & Filtering a List
  - Producing Subtotals
- Formatting as a Table
  - Entering Data in the Table
  - Adding Totals to the Table
  - Filtering in the Table
- Changing the case of text using: UPPER, LOWER, PROPER
- Splitting text, joining text using CONCATENATE
- Using Flash Fill (from 2013) to split, join and tidy up text
- Working with duplicate records, finding and removing duplicates
- Working with Data Validation to restrict cell entries
- Using Find and Replace
- Building Custom Formats

### 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

### E6: Pivot Tables

**Duration: 2.5 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: 3 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

### E9: Introduction to Macros

**Duration: 1.5 hour**

**Advanced level**

- Where are Macros Stored
- Absolute and Relative referencing
- Recording a Macro
- Running a Macro
- Assigning a Macro to a Button
- Customising the Ribbon
- Add a Macro to the Quick Access Toolbar
- Creating your own ribbon
- Adding a Group to an existing Ribbon Tab
- Removing Groups and Tabs
- Adding a Macro to the Ribbon