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Microsoft Excel level 1 course content (1-day)

Course Description

Microsoft Office Excel Beginners course is intended for anyone who desires to gain the skills necessary to create, edit, format and print basic Microsoft Office Excel worksheets.

Target Audience

Anyone that needs to know Microsoft Office Excel and perform daily tasks on it.

Prerequisites

Good working knowledge of the Windows Operating System and proper IT skills

Course Outline:

1. Setting Up a Workbook

- Creating Workbooks
- Excel Environment
- Customizing Quick Access Toolbar
- Creating a New Workbook
- Entering Data into Workbook
- Saving a workbook
- Open a workbook
- Zoom
- Insert a new worksheet
- Renaming a new worksheet
- Changing the tab colour of worksheet
- Rearranging the order of worksheets
- Move or Copy worksheets
- Hide / Unhide Worksheets
- Switch windows
- Modifying Workbooks and Worksheets
 - Changing column widths and row heights
 - Insert Columns / Rows
 - Delete Columns / Rows
 - Hide / Unhide columns or rows
 - Insert Cells
 - Moving Data by dragging

2. Working with Data and Excel Tables

- Entering Data
- Copy, Cut and Paste
- Pick from drop down list
- Find and Replace data
- Spell Check
- Thesaurus
- Defining an Excel Table
 - Format as table
 - Table design
 - Basic Formulas
 - How to create a basic formula
 - Operators
 - Copy formula down
 - Absolute cell reference
 - Basic Functions
 - What is the difference between formulas and functions
 - Insert a function
 - Autosum, sum, min, max and average

3. Changing Workbook Appearance

- Format Cells
 - Changing Font, Font size and Font Colour
 - Borders
 - Bolt, Italic and Underline
 - Fill Colour
- Themes
- Format Numbers as percentage, currency and general
- Insert a Picture
- Picture Styles, remove background, picture effects
- Insert Background

4. Printing

- Inserting Headers and Footers
- Print Preview
- Page Setup
- Page break preview
- Print active worksheets
- Print entire workbook
- Print Selection
- Print titles
- Set Print area
- Centre data on page

Microsoft Excel level 2 course content (1-day)

Course Description

Microsoft Office Excel Intermediate is followed by Microsoft Office Excel: Beginners, you created edited, formatted and printed basic spreadsheets. You now have to streamline repetitive tasks and display spreadsheets in more visually effective ways. In this course you will use Microsoft Office Excel to streamline and enhance your spreadsheets with templates, charts, graphics and formulas.

Target Audience

Anyone that desires to gain necessary skill to create templates, sort and filter data, import and export data, analyze data and work with Excel on the Web.

Prerequisites

Microsoft Office Excel: Beginners or equivalent working knowledge

1. Performing Calculations

- Naming groups of Data using Named Ranges
- Creating Formulas to Calculate Values
- Summarizing data meets specific condition using If function
- Formula Auditing
 - Adding a watch Window
 - Tracing Formula Errors
 - Tracing Precedents and Dependent cells

2. Changing Workbook Appearance

- Defining Styles
- Making Numbers easier to read
- Transposing data
- Changing Cell Orientation and Merging Cells
- Change appearance of data based on its value
- Focusing on specific data by using filters:
 - Inserting Filters
 - Sort A to Z using Filters
 - Number Filters
 - Clear Filters
 - Advanced Filtering (Criteria Range)
 - Summarizing worksheets with hidden and filtered rows (subtotal and aggregate functions)
- Data Validation

3. Reordering and Summarizing Data

- Sort Data
- Custom Lists
- Organizing data into levels using subtotals
- Creating an outline
- Lookup Functions

4. Combining Data from Multiple Sources

- Using Excel's Built-in Templates
- Using workbooks as templates for other workbooks
- Linking to data in other workbooks
- Consolidating data
- Saving workbooks as a workspace
- Comments in cells and workbooks:
 - Viewing Comments in a worksheet
 - Adding and Removing comments
 - Adding comments to a workbook
- Protection:
 - Password protect a worksheet and workbook
 - Unlock cells and protecting part of a worksheet
- Track Changes
- Mark a workbook as final

Microsoft Excel level 3 course content (1-day)

Course Description

Microsoft Office Excel Advanced courses is followed by Microsoft Excel: Beginners and Microsoft Excel: Intermediate, this course will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.

Target Audience

This course was designed for students desiring to gain the skill necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources and import and export data.

Prerequisites

Microsoft Office Excel: Beginners and Microsoft Excel: Intermediate or equivalent working knowledge

Course Outline

1. Analyzing Alternative Data Sets

- Define an alternative data set using Scenario Manager and Scenario Summary
- Vary your data to get an alternative result using Goal Seek
- Find optimal solutions using Solver
- Analyzing Data by using descriptive statistics
- Creating custom views and switching between them

2. Advanced Functions

- If Statements
- Using Other functions such as And, Or, Not with your If statements
- Nested If Statement
- SumIf, CountIf, AverageIf
- Rounding off your figures using the Round function
- PMT Function
- Showing / Hiding Formulas

3. Creating Dynamic Worksheets by Using Pivot Tables

- Working with Pivot Tables:
 - Adding Fields to Pivot Tables
 - Filter, Show and Hide Pivot Table data
 - Using Slicers to filter data
- Rearranging Pivot Tables:
 - Moving fields
 - Collapsing and Expanding Fields
 - Refreshing Data
- Editing Pivot Table:
 - Show Value As
 - Get Pivot Data function
 - Adding Subtotals and Grand Totals
 - Formatting field settings
 - Applying a Pivot Table Style
 - Creating a new custom Pivot table Style
 - Creating Pivot Tables from external data import

4. Creating Charts and Graphics

- Creating Charts
- Customizing the appearance of charts
- Find trends in your data using Trendlines
- Summarize your data using Sparklines
- Create dynamic charts using Pivot Charts
- Create diagrams using Smart Art
- Insert Shapes and Mathematical Equations

5. Automation of Repetitive Tasks Using Macros

- Enabling and Examining Macros
- Creating Macros
- Editing Macros
- Add Macros button to Quick Access Toolbar
- Run a macro when a workbook is opened

6. Working with Other Microsoft Office Programs

- Linking / Embedding other office files
- Hyperlinking
- Pasting charts into other documents