Course Overview - 1-day course

Are you looking to improve your understanding of Excel?

Learn how to work smarter in Excel, improve your efficiency and impress with your results. You will learn how to better organise, analyze and present your day-to-day data using Excel spreadsheets. Create complex formulas, use a range of functions and develop dynamic charts and reports.

Detailed Content

Fill Techniques
Creating A Custom Fill List
Modifying A Custom Fill List
Deleting A Custom Fill List
Extracting With Flash Fill
More Complex Flash Fill
Extractions
Extracting Dates And Numbers

Worksheet Techniques
Inserting And Deleting
Worksheets
Copying A Worksheet
Renaming A Worksheet
Moving A Worksheet
Hiding A Worksheet
Unhiding A Worksheet
Copying A Sheet To Another Workbook
Moving A Sheet To Another Workbook
Changing Worksheet Tab Colours
Grouping Worksheets
Hiding Rows And Columns
Unhiding Rows And Columns
Freezing Rows And Columns
Splitting Windows

Page Setup
Strategies For Printing
Worksheets
Understanding Page Layout
Using Built-In Margins
Setting Custom Margins
Changing Margins By Dragging

Centering On A Page
Changing Orientation
Specifying The Paper Size
Setting The Print Area
Clearing The Print Area
Inserting Page Breaks
Using Page Break Preview
Removing Page Breaks
Setting A Background
Clearing The Background
Settings Rows As Repeating Print Titles
Clearing Print Titles
Printing Gridlines
Printing Headings
Scaling To A Percentage
Fit To A Specific Number Of Pages

Applying Borders
Understanding Borders
Applying A Border To A Cell
Applying A Border To A Range
Applying A Bottom Border
Applying Top And Bottom Borders
Removing Borders
The More Borders Command
Using The More Borders Command
Drawing Borders
Drawing A Border Grid
Erasing Borders
Formatting The Drawing Pencil

Essential Functions
Key Worksheet Functions
Using IF With Text
Using IF With Numbers

Nesting IF Functions
The CHOOSE Function
LOOKUP Functions (VLOOKUP & HLOOKUP)
Counting Functions (COUNT & COUNTA)
ROUNDING Functions
ROUNDUP & ROUNDDOWN
Manipulative Functions (INT, TRUNC, ABS & SIGN)
The MOD Function
The TODAY Function
The NOW Function
The DATE Function
The PMT Function

Complex Formulas
Scoping A Formula
Long-Hand Formulas
Preparing For Complex Formulas
Creating The Base Formula (VLOOKUP using Formula Ribbon)
Adding More Operations (Nested IF)
Editing A Complex Formula (Nested IF)
Adding More Complexity (Extending the formula)
Copying Nested Functions
Switching To Manual Recalculation
Pasting Values From Formulas
Documenting Formulas

Financial Functions
Understanding Financial Functions
Using PMT
Using FV
Using NPV
Using PV
Microsoft Excel - Intermediate

Using RATE
Using EFFECT
Using NOMINAL

Date and Time Functions
Understanding Date And Time Functions
Using NOW
Using HOUR And MINUTE
Using TODAY
Calculating Future Dates
Using DATE
Using Calendar Functions
Using WEEKDAY
Using WEEKNUM
Using WORKDAY
Using EOMONTH

Conditional Formatting
Understanding Conditional Formatting
Formatting Cells Containing Values
Clearing Conditional Formatting
More Cell Formatting Options
Top Ten Items
More Top And Bottom Formatting Options
Working With Data Bars
Working With Colour Scales
Working With Icon Sets
Understanding Sparklines
Creating Sparklines
Editing Sparklines

Goal Seeking
Understanding Goal Seeking
Using Goal Seek

The Quick Analysis Tools
Understanding Quick Analysis
Quick Formatting
Quick Charting
Quick Totals
Quick Sparklines
Quick Tables

Worksheet Tables
Understanding Tables
Creating A Table From Scratch
Working With Table Styles
Inserting Table Columns
Removing Table Columns
Converting A Table To A Range
Creating A Table From Data
Inserting Or Deleting Table Records
Removing Duplicates
Sorting Tables
Filtering Tables
Renaming A Table

Number Formatting Techniques
Applying Alternate Currencies
Applying Alternate Date Formats
Formatting Clock Time
Formatting Calculated Time
Understanding Number Formatting
Understanding Format Codes
Creating Descriptive Custom Formats
Custom Formatting Large Numbers
Custom Formatting For Fractions
Padding Numbers Using Custom Formatting
Aligning Numbers Using Custom Formats
Customising The Display Of Negative Values

Splitting A Table
Deleting A Table

Pivot Tables
Understanding PivotTables
Recommended Pivot Tables
Creating Your Own PivotTable
Defining The PivotTable Structure
Filtering A PivotTable
Clearing A Report Filter
Switching PivotTable Fields
Formatting A PivotTable
Understanding Slicers
Creating Slicers
Inserting A Timeline Filter

Chart Elements
Understanding Chart Elements
Adding A Chart Title
Adding Axes Titles
Repositioning The Legend
Showing Data Labels
Showing Gridlines
Formatting The Chart Area
Adding A Trendline
Adding Error Bars
Adding A Data Table

Chart Object Formatting
Understanding Chart Formatting
Selecting Chart Objects
Using Shape Styles
Changing Column Colour Schemes
Changing The Colour Of A Series
Changing Line Chart Colours
Using Shape Effects
Colouring The Chart Background
Understanding The Format Pane
Using The Format Pane
Exploping Pie Slices
Changing Individual Bar Colours
Formatting Text
Formatting With WordArt
Changing WordArt Fill
Changing WordArt Effects