



# MS Excel

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TRAINING & CONSULTING PTY LTD

## Level 1 - Excel Essential Knowledge

**Duration:** ..... 1/2 Day

**Mandatory Prerequisites:** ..... A working knowledge of the Windows environment, including mouse skills.

**Preferred Prerequisites:** ..... Light exposure to the Excel Environment.

### Excel Basic Orientation ..... (30 min)

- Starting Excel
- Some basic uses of Excel
- The Excel screen
- The components of the Excel screen
- Creating a new file
- Opening a file
- Closing a file
- Useful keyboard skills
- Cell addresses
- Selecting single cells
- Selecting blocks of cells (ranges of cells)
- Selecting whole rows and columns
- Working on different sheets

### Entering Data..... (15 min)

- Entering text & numbers
- Entering currency & percentages
- Entering dates and times
- Undo mistakes
- Clearing a cell
- Creating basic lists
- Creating basic tables

Changing the zoom level

### Entering Formulas..... (30 min)

- Entering formulas
- Rules that apply to formulas
- Using the AutoSum button

### Basic Formatting..... (30 min)

- The formatting toolbar
- Clearing formats
- Copying formatting
- Neaten columns and rows
- Hiding rows and columns
- AutoFormat

### Moving and Copying Data ..... (30 min)

- Cutting, copying and pasting data
- The effects of copying formulas in Excel

### Printing Your Spreadsheets ..... (45 min)

- Print preview
- Print preview toolbar

## Level 2 - Doing More with Excel

**Duration:** ..... 1/2 Day

**Mandatory Prerequisites:** ..... A working knowledge of the Windows environment, including mouse skills. An understanding of simple formulas in Excel.

**Preferred Prerequisites:** ..... Moving, copying and basic data entry skills.

### Managing Worksheets..... (30 min)

- Adding new sheets
- Renaming sheets
- Moving and copying sheets
- Hiding sheets

### Using More Formulas/Functions .. (60 min)

- Components of a function
- Creating a percentage

### Inserting/Deleting

### Rows/Columns..... (10 min)

### Finding, Sorting

### And Editing Data..... (25 min)

- The find and replace window
- Using the quick sort buttons

- Editing data
- Clearing a cell
- Checking spelling

### Viewing Toolbars ..... (10 min)

### Creating Charts in Excel ..... (45 min)

- Selecting the data
- Creating a chart with the chart wizard
- The chart menu and chart toolbar
- Moving the chart
- Sizing the chart
- Formatting the chart
- Changing the chart type



## Level 3 - Working More Efficiently With Excel

**Duration:** ..... 1/2 Day  
**Mandatory Prerequisites:** ..... A working knowledge of creating formulas and using basic functions in Excel, a familiarity with Excel worksheets.  
**Preferred Prerequisites:** ..... A sound understanding of Windows and file structures.

### Shortcuts ..... (40 min)

- Keyboard shortcuts
- Mouse shortcuts
- The AutoFill tool:
- Pressing enter
- Arrow keys
- Selecting cells for data entry
- Setting out your spreadsheets efficiently

### Linking Cells, Sheets & Formulas ..... (30 min)

- Linking to another cell
- Linking to a cell on another sheet
- Linking to a cell in another file
- Link with 3d formulas

### Getting More Out Of Formulas .... (45 min)

- Relative cell references
- Absolute cell references
- Mixed cell references

### The Insert Function Button..... (30 min)

### Data Tables ..... (30 min)

- One input data tables
- Two input data tables

### Managing Multiple Windows & Files ..... (10 min)

## Level 4 - Developing More Control Over Excel

**Duration:** ..... 1/2 Day  
**Mandatory Prerequisites:** ..... A working knowledge of formatting worksheets and creating charts..  
**Preferred Prerequisites:** ..... A familiarity with showing/hiding columns/rows.

### More Control with Format Cells .. (45 min)

- Clearing existing formatting
- The format cells window
- Creating custom formats
- Styles

### Custom Views ..... (15 min)

- Saving a custom view
- Using a custom view
- Deleting a custom view

### Customising Toolbars ..... (25 min)

- The customize window
- Changing the button image

### Enhancing Chart Presentation .... (60 min)

- Displaying major and minor grid lines
- Configuring the legend
- Formatting the plot area
- Modifying the graph axis
- Modifying a data series
- Modifying a single data point
- Printing charts

### Freeze and split ..... (20 min)

- Freezing panes
- Splitting windows

### Setting Default File Locations ..... (5 min)

### Saving Workspaces ..... (10 min)

### Controlling Printing ..... (25 min)

- Setting print area
- Print titles
- Page breaks
- Page break preview



## Level 5 - Making Excel Work for You

**Duration:** ..... 1 Day  
**Mandatory Prerequisites:** ..... A sound knowledge of creating Charts, and using formulas / functions.  
**Preferred Prerequisites:** ..... A sound understanding of formatting worksheets

### Customising Chart Types ..... (45 min)

- Built in custom chart types
- Adjusting 3d charts
- User defined chart types
- The default chart type
- Resetting the default chart type

### Using Range Names ..... (45 min)

- Benefits of range names
- Valid range names
- Defining range names
- Using range names in existing formulas
- Inserting range names in new formulas

### Conditional Formatting..... (45 min)

- Using conditional formatting

### Getting Answers with Goal Seek.. (25 Min)

- Understanding Goal Seek
- Using Goal Seek

### Looking For Errors ..... (20 min)

- Common error messages
- The auditing toolbar
- Circular references

### Creating Useful Macros ..... (60 min)

- Why create a macro
- Creating a basic macro that records actions
- Using relative cells in a macro
- Selecting the current table with a macro
- Attaching a macro to a button

### Go To Special..... (15 min)

### Paste Special ..... (25 min)

### Cell Comments ..... (5 min)

- Adding cell comments
- Removing cell comments
- Showing cell comments
- Editing comments
- Formatting cell comments

### Data Validation ..... (25 min)

- Setting data validation
- Using input messages
- Using error messages

### Advanced Link Control ..... (30 min)

- Guidelines for using linked workbooks
- Editing links
- Finding linked cells

### Outlining Spreadsheets..... (20 min)

- Creating & Removing outlines

### Subtotals ..... (20 min)

- Requirements for subtotals
- Adding subtotals
- Multiple subtotals
- Removing subtotals



## Level 6 - Higher Level Spreadsheets

**Duration:** ..... 1 Day  
**Mandatory Prerequisites:** ..... A working knowledge of linking, experience at using functions, creating Excel tables and creating simple macros.  
**Preferred Prerequisites:** ..... Exposure to Excel Lists/Databases, the need to analyse data.

### **Applied Functions** ..... (120 min)

- Date & Text functions
- Conditional functions
- Lookup functions
- Information functions
- Logical functions
- Nested functions

### **Protecting Excel Files** ..... (25 min)

- Worksheet protection
- Workbook protection
- File protection

### **Editing Macros**..... (120 min)

- The visual basic editor
- Getting help on a statement
- Analysing a macro
- Modifying a macro
- Useful macro commands
- Deleting a macro

### **Sharing Excel Files** ..... (30 min)

- Restrictions on a shared workbook
- Making a workbook shared
- Viewing change history

### **Filtering & Advanced Sorting**..... (45 min)

- AutoFilter
- Advanced filters
- Multiple sorting

### **Data Consolidation** ..... (45 min)

- Requirements for data consolidation
- Using data consolidation
- Consolidation by position
- Consolidation by category



## Level 7 - Advanced Spreadsheet Manipulation

**Duration:** ..... 2 Days

**Mandatory Prerequisites:** ..... A solid understanding of formulas / functions, a working knowledge of linking worksheets to create summary sheets, an understanding of the Visual Basic editor & macros.

**Preferred Prerequisites:** ..... The need to create entry forms, and analyse data.

### **Pivot Tables/Pivot Charts** ..... (60 min)

Requirements for a pivot table

Creating a pivot table

Manipulating pivot tables

Creating a pivot chart

Manipulating pivot charts

### **Solver** ..... (45 min)

The solver window

### **Scenarios** ..... (45 min)

Scenario manager

Adding scenarios

Showing scenarios

Editing & Deleting scenarios

Creating summary reports

Merging scenarios

### **Forms in Excel** ..... (45 min)

Adding & Editing form controls

Types of form controls

### **Custom Macros** ..... (300 min)

Using Variables

Basic Data Types

Calling Other Macros

Variable Scope

Passing Variables

Array Variables

Looping in Macros

Selection Structures

Getting User Input

Displaying Messages

Getting User's

Auto Open Macros

### **User Defined Functions** ..... (45 min)

Function Structure

Multiple Arguments

### **VBA Objects** ..... (150 min)

Objects, Properties and Methods

The Application Object

The Workbook Object

The Worksheet Object

The Range Object

Declaring Object Variables