

MICROSOFT EXCEL ONLINE MODULES

Duration

Each module will be 2hrs 15 minutes in total, comprising 1 hour training, 15 minute break, remaining 1 hour training to make the most of your online experience.

Excel – Module 1 – Getting Started

- Starting up Excel & Basic uses of Spreadsheets
- The Excel Window, use of the Tabs & Ribbon
- Using the Quick Access Toolbar
- Creating A New Workbook
- Entering, Editing and deleting data
- Using the Undo & Redo Features
- Working with Rows and Columns, including Sizing, Adding, Deleting and Hiding
- Copy, Cut and Paste features
- Spell Checking the spreadsheet
- Saving workbooks
- Opening a Workbook
- Closing a Workbook
- Using the different Workbook views
- Exiting Excel

Excel – Module 2 – Formatting

- Formatting the Workbook, including Changing Font/Font Size, Changing the Number Format, Alignment, Colours and Shading
- Inserting and Formatting Dates and Times
- Selecting Cells and Ranges of data
- Printing and Print Preview
- Page Set-up including Headers and Footers, Page Orientation, Margins and Fit to Page, Setting a Print Area
- Freezing rows and columns in spreadsheets

Excel – Module 3 – Useful features

- Autosave (365 version only) and Version History
- Sharing Spreadsheets with other users
- Password Protecting Workbooks
- How to save your file as a PDF
- Attach your workbook to an Outlook message quickly
- Advanced Paste – Pasting values, formats, formula etc.
- Use of the Transpose Feature
- Naming Ranges
- Entering Numeric Values as Text, to stop leading zeros disappearing
- Automatically inserting lists used on a regular basis, i.e. Jan, Feb, Mar using the AutoFill feature
- Rounding number to a certain number of decimal places
- Applying date formats
- Moving Around the Worksheet
- Inserting Cell Comments and Notes
- Inserting Symbols
- Using Find & Replace
- Creating and working with Excel Tables

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Excel – Module 4 - Basic Formulas

- Using the AutoSum feature to automatically add values
- Understanding Formulas and their rules, BODMAS
- How to subtract, multiply and divide values in cells
- Calculating percentages
- Calculate with dates
- Using and Creating Absolute Formulas to enable a specific value to be used many times, i.e. VAT rate
- Finding Minimum, Maximum and Average values of a list of data
- Copying and Pasting Formulas
- Preventing error messages using IFERROR
- Using the Audit Feature to display cells used within Formulas
- Ensuring formulas update automatically

Excel – Module 5 - Working with Multi sheet workbooks and Linking

- Working with Hyperlinks
- Linking Workbooks
- Working with Multiple Workbooks
 - Switching between books
 - Comparing workbooks
 - Arrange all
 - Split
- Working with Multiple Worksheets
 - Renaming sheets
 - Recolouring sheets
 - Inserting & Moving Sheets
 - Copying & Moving sheets within current document or to new document
- Create summary worksheets using 3D formulas
- Use the consolidation feature to bring information together
- Protecting Formulas and Worksheets

Excel – Module 6 – Charts (This course is just 1hr 30 minutes)

- Creating a chart, including speed tips using your keyboard
- Change the Chart Type
- Add different elements to a chart such as gridlines, legends etc.
- Format the Chart
- How to work with trendlines
- Using different scales on a chart
- Use a combination chart

Excel – Module 7 - All you need to know about IF statements

- Understanding Conditional Logic, i.e. IF statements
- Creating formulas using Basic Conditional Logic
- Creating formulas using Nested IF statements
- Creating formulas using Nested AND & OR statements
- Using the =COUNTIF & COUNTIFS feature to count data meeting specified criteria
- Using the =SUMIF & SUMIFS feature to total data meeting specified criteria
- Using the =AVERAGEIF & AVERAGEIFS feature to find the average of data meeting specified criteria

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Excel – Module 8 - Analysing your data

- Applying Data Validation to ensure the correct information is entered
 - Use formulas with data validation
 - Circling invalid data
 - Copying validation settings
- Apply Conditional Formatting
- Remove Duplicate Values for lines of data
- Sorting Data into Alphabetical or Numerical order
- Using AutoFilter to view a specific set of data
- Inserting Automatic Subtotals
- Converting Text Strings to separate columns
- Combining cells from multiple cells into one cell
- Using Flash Fill to quickly split or join data

Excel – Module 9 - Pivot Tables, Pivot Charts & Slicers

- Creating a Pivot Table
- Generating Sum, Average, Count etc. totals
- Grouping by Date
- Sorting Data
- Filtering Data in a Pivot Table
- Changing the Layout of a Pivot Table
- Adding additional records to the Pivot table
- Use a Table Layout for your Pivot Table
- Refreshing a Pivot Table
- Automatically Updating PivotTables
- Working with Grand Totals & Subtotals
- Amending the look of your Pivot Table
- Adding or removing Blank Rows from the display
- Applying formatting
- Hiding and Showing Detail
- Displaying Source Data for a Data Cell
- Creating Pages on Separate Worksheets
- Error values and Empty Cells in PivotTables
- Turn off AutoFit
- Using the summary functions within a Pivot Table
- Creating calculated fields and items
- Creating and formatting a Pivot Charts
- Add Slicers to provide easy filtering options for users

Excel – Module 10 - Lookups Masterclass

- Creation and use of Exact and Non-Exact Match VLOOKUP
- Combining VLOOKUP with IF function
- Preventing error message in VLOOKUPS using IFERROR and ISERROR
- Using VLOOKUP with multiple lookup tables
- 2 Way Lookups
- XLOOKUP the new lookup tool (365 version only)

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Excel – Module 11 - Advanced Text manipulation

- Using string functions
 - Change case functions
 - Extracting parts of your data using LEFT / RIGHT / MID functions
 - Determining whether a cell is text or a number
 - Comparing cell contents
 - Removing excess spaces and nonprinting characters
 - Replacing text with other text
 - Extracting words from a text string

Module 12 - Advanced Formulas

- Using DGET to find records with no unique identifier
- Introduction to Arrays to give access to more complex formulas, and to create protected formulas
- Dynamic array functions, UNIQUE, SORT AND FILTER (365 version only)
- Using the SUMPRODUCT function
- How to RANK results
- Calculating with Dates and Times