

DH Training

Microsoft Excel Introduction - 1 Day

Create, open and save documents

Enter and edit data

Copy and move data

Format text and numbers

Format rows and columns

Sort Data

Fill Data using the Fill Handle

Margins & orientation, headers & footers

Freezing Titles

Print preview and print a document

Create basic formulae

Use the Paste Function and Formula Palette to aid in construction of formulas

Use 5 basic functions (Sum, Min, Max, Average, Count)

Use the AutoSum button

Use relative and absolute cell references

Percentage calculations

Introduction to creating Charts

Microsoft Excel Intermediate - 1 Day

Review of formatting

Review of formulae construction

Review of Relative and Absolute Cell Referencing

Creating and using Range Names

Use Paste Function and Formula Palette with complex formulae

Working with date formatting and using dates in formulas

Use IF and Nested IF Statements

Use SUMIF and COUNTIF functions

Use the VLOOKUP function

Multiple sheets: Group Mode and 3 D Formulas

Using the Data Form

AutoFilter and Automatic Subtotals

Interactively summarise data using Pivot Tables

Microsoft Excel Advanced - 1 Day

A review of AutoFill, Dates & Edit, Fill, Data Series

Using Scenarios

Goal Seeking and Solver

Using And & OR Functions with IF statements

Conditional Formatting

Comments

Auditing and Tracking changes

Auto Formatting and Styles

VLOOKUP to an external sheet

Importing and Exporting to other applications

Pivot Table Review

Advanced Charting

Pivot Table Charts

Changing Data Labels, Changing Legend Labels

Using Custom Lists for sorts and fill sequences

Macro Record – Absolute and Relative mode

Workbook and Worksheet security

Data Validation