

Excel 365 / 2019 Online Modules

90 Minute sessions

Overview

These 90 minute bit-size sessions designed to focus on specific aspects of Microsoft Excel and will benefit anyone wanting a good understanding on these topics. Exercises are supplied and delegates will get a mix of watching and hands-on activity.

Limited to a maximum of 8 delegates per session.

Course Contents (90 Mins)

Basic Principles

- Cells – Enter/Edit data; Autofill
- Using Sheets
- Appearance - Formatting cells
- Printing – Preview types; Headers & Footers; Adjustments, Print titles
- Working with large sheets – Split/Freeze

Excel Charts

- Sparklines
- Rules for charts
- Insert chart v Quick chart
- Bar/Line/Pie charts
- Enhancing charts
- Moving charts
- Adding/deleting data

Basic Formulae

- Understanding formula structure
- Create/Edit Formulas
- Autofill and Copy Formulas
- BODMAS principle
- Stats Functions – Autosum; Average, Count, Max, Min, CountA
- Working with percentages
- Relative Vs Absolute formulae

Working with Multiple Worksheets

- Editing
- Grouping
- 3d formula & 3d Autosum
- Linking files with formula

Validation & Protection

- Control data entry
- Creating Drop down lists
- Validating and protecting data
- Protecting cells
- Password protect files

Data Analysis & Tables

- Selecting blocks quickly
- Sorting
- Autofilters
- Using SubTotals
- Tables
 - Create/Modify/Format
 - Naming tables
 - Charts that auto update
 - Create a PivotTable

Useful Features

- Range Names
- Conditional Formatting – Bars/Icons; Using conditions; Top/Bottom; User defined conditions
- Import data, non-Excel format
- Text to Columns
- Find/Remove Duplicates
- Paste Special options and Transpose

PivotTables and PivotCharts

- Understand the basics
- Manual v Quick create
- Add/Move/Format fields
- Summary functions e.g. %
- Filters
- Refreshing data
- Charts
- Slicers

Advanced Maths I

- IF statements – basic, using AND/OR, IFERROR, Nested ifs
- SUMIF, COUNTIF, AVERAGEIF

Advanced Maths II

- VLOOKUP – True/False
- XLOOKUP (*O365 users only*)
- INDEX and MATCH
- Using Mixed References – partial absolutes

Advanced Maths III

- SUMPRODUCT
- RANK
- Text Functions – LEFT/RIGHT/MID/FIND; LEN/SUBSTITUTE/TRIM/VALUE/DATEVALUE
- Joining Text - &
- Date maths – simple date maths; NETWORKDAYS/DATEDIF/TEXT

Forecasting Tools & Templates

- Goal Seek
- Scenario Manager
- Data Tables
- Solver
- Templates
- Workbook Protection, Read Only files

More Formulas

- Tracing precedents, dependents, errors
- Evaluating formulas, Watch Window
- Array calculations and functions e.g. Frequency
- Arrays using criteria
- Number/Date - Formatting code

Odds and Sods

- Custom views
- Outline tools
- Customising ribbons
- Advanced Pivot Tables
 - Grouping / Timelines
 - Adding calculated fields
 - Slicing multiple Pivot tables
 - Adding conditional formatting
 - % Difference from
- Create custom forms for users to fill out
 - Check boxes, option buttons, combo boxes, lists and spinners

Macro Basics

- Types and Security levels
- Recording, playback, editing
- Add/Delete Macros to buttons and toolbars

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.

Blue = Introduction level

Yellow = Intermediate level

Orange = Advanced level 1

Green = Advanced Level II