Excel for Microsoft 365

LAKE MILL
TRAINING & CONSULTING

Introduction to Excel
Full day

This course is suitable for delegates who are new to Excel or are self-taught and wish to ensure they make the most of the basic functions. There are no prerequisites however, you must have a basic understanding of using a PC, including keyboard and mouse familiarity.

Objectives

The aim of the course is to provide you with the skills to create and print a spreadsheet containing text, numbers and simple formulae and calculations.

Course Outline

- How to start
- The Quick Access Toolbar and File Menu
- Exploring your Workbook
- About Workbooks
- Getting Help with Excel
- Working with Excel
- Moving your Data
- Basic Excel Features
- Smart Tags and Options Buttons
- Editing Tools
- The Formulas Tab
- The Data Tab
- The Home Tab
- Printing your Workbook

- The Insert TabThe Page Layout Tab
- The Review Tab
- Using Recommended and Standard charts
- Chart Elements
- Chart Tools - Design & Format
- Cell Formatting
- Conditional Formatting
- Enhancing a Worksheet's Appearance
- Using the View Tab
- Managing a Single Window
- Managing Multiple Windows
- Print Page Layout options

Delegates will be asked to carry out exercises as we progress. Handouts will be provided for reference during the course.

Equipment required

Your trainer will require a projector/screen to connect to a laptop and Internet access, plus a table for the laptop and notes. A whiteboard or flip chart is also useful. The delegates must have a PC each running Excel for Microsoft 365 (not online version). They must have a good Internet connection and be ready prior to the start of the course.. It is recommended that the room layout is not boardroom style as all attendees will require site of the screen.

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Intermediate Excel

Objectives

The aim of the course is to provide delegates with the skills to use functionality that will make formulae easier to work with, to create formulae using data from multiple worksheets, and to apply more complex formatting.

Prerequisites

Delegates must have previously attended the "Introduction to Excel" course or gained similar knowledge in the workplace.

Course Outline

- Saving and File Management
- Converting and Encrypting Files
- Formulas with Absolute References
- Autosum Functions (SUM & AVERAGE)
- IF and Nested Functions
- Working with Named Ranges
- Array Functions (SUMIF & AVERAGEIF)
- Formula Auditing
- Text Functions
- Creating Excel Tables
- Working with Records and Filters
- Advanced Filters
- Text to Columns
- Flash Fill

- File Properties and Digital Signatures
- • File Accessibility and Compatibility
- Remove Duplicates
- Data Validation
- Consolidate
- Trendlines
- Error Bars
- Working with Axis Options
- Advanced Chart Formatting
- Creating Sparklines
- Editing Sparklines
- Working with Themes
- Creating Custom Styles
- Applying Cell Styles

Delegates will be asked to carry out exercises as we progress. Handouts will be provided for reference during the course.

Equipment required

Your trainer will require a projector/screen to connect to a laptop and Internet access, plus a table for the laptop and notes. A whiteboard or flip chart is also useful. The delegates must have a PC each running Excel for Microsoft 365(not online version). They must have a good Internet connection and be ready prior to the start of the course. It is recommended that the room layout is not boardroom style as all attendees will require site of the screen.

Excel for Microsoft 365

Advanced Excel

Full day

Objectives

The aim of the course is to provide delegates with the skills to manage and analyse large amounts of data in a worksheet.

Prerequisites

Delegates must have previously attended the "Further Progress in Excel" course or gained similar knowledge in the workplace.

Course Outline

- Outlining and Grouping Data
- Using Subtotals Function
- Exploring Scenarios
- Goal Seek and Data Tables
- Using Solver
- Using the VLOOKUP Function
- Using the HLOOKUP Function
- Recording and Playing Macros

- Copying and Deleting Macros
- Visual Basic and Macros
- Getting Started with PivotTables
- Displaying Data in a PivotTable
- Formatting a PivotTable
- Using the Classic PivotTable Layout
- Getting Started with PivotCharts
- Using the PivotChart Tools Tabs
- Formatting a PivotChart

Delegates will be asked to carry out exercises as we progress. Handouts will be provided for reference during the course.

Equipment required

Your trainer will require a projector/screen to connect to a laptop and Internet access, plus a table for the laptop and notes. A whiteboard or flip chart is also useful. The delegates must have a PC each running Excel for Microsoft 365 (not online version). They must have a good Internet connection and be ready prior to the start of the course. H andouts will be provided. It is recommended that the room layout is not boardroom style as all attendees will require site of the screen.