Oregen

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Microsoft® Excel Modular Training Sessions

Modular training takes the form of 1½ -2 hour sessions with a 15 minutes break between each.

- Modular training, does not take staff away from their desk for more than 2 hours.
- They only need attend the sessions/features which they will use.
- They can put what they have learned into immediate effect.
- It can be a problem solving session as well.

E1: Formatting & Printing Worksheets

Duration: 2 hour   **Introductory level**

- Clearing Formats Only
- Formatting Cells – Numbers, Dates, Text
- Borders & Shading
- Using TableFormats
- Printing A Worksheet – Fitting to Page, Page layout view, Headers & Footers
- Using Page Break Preview
- Printing an Area of the Worksheet

E2: Data Entry & Basic Formulae

Duration: 3 hours   **Introductory level**

- Entering Text, Values and Dates
- Using AutoFill to copy contents and formats
- Automatically enter a sequence of dates and/or numbers
- Building Formulae, Add, Subtract, Multiply & Divide, Adding up using the Sum Function
- Using the Min, Max, Average, Count and IF Functions
- Excel's order of calculation
- Absolute & Relative cell referencing

E3: Working with Charts

Duration: 2 hours   **Intermediate level**

- Creating & Editing Charts
- Working with Colours, Gridlines, Legends & Titles
- Adding Text
- Adding more data to a chart
- Placing data on a secondary axis
- Removing data from the chart
- Adding data from more than one sheet
- Moving a Chart, Copying a Chart from Excel to Word
- Changing the Default Chart Type

E4: Multiple worksheets v Workbooks

Duration: 1 hour   **Intermediate level**

- Copying, Deleting, Moving & Naming Sheets
- Building a Formula across sheets
- Using Group Mode to work on sheets simultaneously
- Building a linking formula across multiple workbooks
- Editing the links
- Saving a Workspace

E5: Database/List Management

Duration: 1 hour   **Intermediate Level**

- Principles of an Excel List
- Freezing Panes
- Sorting a List
- Filtering a List
- Producing Subtotals
- Formatting as a Table
- Entering Data in the table
- Adding Totals to the Table
- Filtering in a Table

E6: Pivot Tables

Duration: 2 hours   **Advanced level**

- Create a PivotTable Report
- Add/Remove Pivot Table Fields
- Reorganise the PivotTable
- Hide Rows and Columns
- Format the Report
- Use Layout Options
- Add/Remove Subtotals
- Group and Sort Items
- Use Advanced Data Field Options
- Use different functions in the Data Area
- Use the "Show Data As" Option
- Create Calculated fields within the Pivot Table
- Using the Report Filter

E7: Advanced Functions

Duration: 3 hours   **Advanced Level**

- Using Range Names
- COUNTIF & SUMIF Functions
- Using IF- Enter data into cells based on the result of a test.
- Text functions – UPPER, LOWER, PROPER, LEN, CONCATENATE
- Using VLOOKUP – Find data based on a lookup value
- Date Functions (TODAY, NOW, WEEKDAY, YEARFRAC)

E8: Working with Large worksheets

Duration: 1 hour   **Advanced level**

- Freezing & Splitting panes
- Creating Outlines
- Working with large worksheets
- Collapsing rows and columns
- Creating Charts from collapsed data
- Creating Custom Views
- Saving views within the workbook