

Microsoft Excel Course Outlines

Intro

- 🔗 Overview
- 🔗 Customising the QAT and Ribbon
- 🔗 Designing a spreadsheet from scratch, editing, insert, delete, rows, columns
- 🔗 Formulae & Functions, Sum, Average, Min, Max, Count, Now, Today
- 🔗 Formatting (colours, borders, shading etc.), design and presenting
- 🔗 Printing and Page Setup, headers and footers, page numbers, page breaks
- 🔗 Absolute cell references

Intermediate

- 🔗 If function, Sum If, Count If
- 🔗 More functions
- 🔗 Charting
- 🔗 Working with Lists
- 🔗 Ranges Names
- 🔗 Linking spreadsheets
- 🔗 3d Formulae
- 🔗 Working with Large Worksheets
- 🔗 Protecting sheets and security
- 🔗 An introduction to Pivot Table Reports

Advanced

- 🔗 More on Functions and Formulae
- 🔗 Lookup functions, Nested IFs, Text functions, Error trapping functions
- 🔗 Manipulating text in Excel
- 🔗 More on Pivot Tables
- 🔗 Scenario Manager and Goal Seek
- 🔗 Working with Macros
- 🔗 What-If Analysis
- 🔗 Linking and consolidating
- 🔗 Working Collaboratively
- 🔗 Working with other Applications