

Duration **2 days**

Overview

This course enables users to gain familiarity with the basic commands and functions of Excel.

Recommended for

Staff who wish to use or develop basic spreadsheets for business use.

Prerequisites

Attendance on Clearer Thoughts' course ***Introduction to Windows*** or equivalent knowledge and skills namely:

- A knowledge of personal computer fundamentals
- Experience of working within the Windows environment
- A reasonable degree of keyboard proficiency
- Experience in using a mouse

Objectives

At the end of the training the delegate will be able to successfully:

- Understand basic features and use of Excel and essential principles of workbook design
 - Enter, edit and format data in a simple Excel spreadsheet
 - Use autofill to enter data efficiently
 - Apply text and numerical formatting to a spreadsheet
 - Use the clipboard and keyboard shortcuts to cut copy and paste data
 - Use arithmetic formulas and simple functions to analyse numerical data
 - Create basic charts to present data graphically
 - Print worksheets
 - Insert comments and named ranges to improve efficiency
- using the documentation and support provided.

Modules covered in this course

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|---------------------------|--|
| What can Excel do? | Before we get you started, we look at what Excel is capable of to give you something to aim for. |
| Getting Started | This module includes all the basics you will need to start putting together your own spreadsheets |
| Fill | Fill is a great way to help you enter data quickly. You will see how to create series and patterns in a couple of mouse-clicks. |
| Formulas | Excel is a powerful tool for analysing data. This module gets you started on this by showing you how to get Excel to do arithmetic for you. |
| Cut, copy and paste | Don't type the same thing more than once! This module shows you all the ways of copying or moving data from one place to another. |
| Formatting | Make your spreadsheets easier to use and read by using a few simple formatting effects. |
| Introduction to Functions | Functions are the power-house of Excel. This module shows you how to insert functions and the specifics of the most commonly used functions to sum, average and count your data. |
| Basic Charting | Creating Excel charts is a simple way to see the overall picture. In this module we will examine how to create different types of chart and format them. |
| Printing Worksheets | Save your sticky tape! This module will show you how to print out your spreadsheets clearly and logically with all the information you need. |
| Comments and Named Ranges | Adding named ranges to a spreadsheet makes it crystal clear to everyone which data you are analysing. Comments are useful to give instructions to colleagues so they can see how to use the spreadsheet. |



Duration 2 days

Overview

This course teaches further facilities and features within Excel.

Recommended for

Staff who need to use more advanced features of Excel, particularly those who regularly create similar workbooks and those who need to perform numerical analysis of data.

Prerequisites

Attendance on Clearer Thoughts' course ***Excel Introduction*** or equivalent knowledge and skills namely:

- Entering, editing and formatting data in a simple Excel spreadsheet and then printing it
- Using autofill to enter data efficiently
- Using arithmetic formulas and simple functions to analyse numerical data
- Creating basic charts to present data graphically

Objectives

At the end of the training the delegate will be able to successfully:

- Understand and use absolute cell references appropriately
- Create summary worksheets using data from other sheets in the book
- Create links between workbooks
- Protect data in worksheets and apply passwords
- Create and format charts to produce exciting and professional graphs
- Insert, copy and move hyperlinks attached to text and graphics
- Use IF functions to produce logical results
- Conditionally format cells to highlight significant data
- Build and manage lists
- Use VLOOKUP and HLOOKUP functions
- Create basic PivotTables to analyses data efficiently
- Understand Excel options to customise its use

using the documentation and support provided.

Modules covered in this course

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|-----------------------------|--|
| Formula Addresses | In this module we will examine all the different ways in which you can reference cells in formulae and functions, making your spreadsheet easier to use. |
| 3-Dimensional Processing | By using data from other sheets and workbooks, you can rapidly create summaries and design solutions that eliminate the chances of mistakes. In this module you'll learn how to design and format 3-dimensionally and to create formulas that reference and summarise data across the range. |
| Hyperlinks | Navigate around your spreadsheets in style! Hyperlinks take you to where you need to be in one click of the mouse. |
| Protection | Protect your formulae and functions from yourself and others and hide sensitive information. |
| Advanced Charting | Understand and use the advanced features of charts to present your data in an exciting fashion. |
| Conditional Processing | Have you ever needed to see at a glance where there are problems with your figures? Learn how to organise your spreadsheets to automatically process your information and present it in different ways depending on the context. |
| Paste Special | Paste Special allows you to restrict what you are pasting or perform operations |
| Lookup Tables | Lookup tables will allow you to enter information in one sheet which other sheets will look at. This will not only help with speedy entry, it will make your data more accurate too. |
| Lists | Understanding how to use them correctly will not only save you time but ensure that you maintain data integrity. This is essential so you can make sure your staff and customers are always seeing accurate information. |
| Introduction to PivotTables | Handling a lot of data on an Excel spreadsheet precisely and rapidly can be easily achieved by using PivotTables. |
| Options | There is a myriad of ways that you can change the way the Excel behaves to make life easier for you. Come and let us show you how. |



Duration 2 days

Overview

This course will extend the user's knowledge of Excel by introducing concepts which will allow them to analyse numerical data more stringently and to automate commonly used procedures.

Recommended for

Staff who are already using Excel to analyse data and want to be able to extend their knowledge and work more efficiently.

Prerequisites

Attendance on Clearer Thoughts' courses ***Excel Introduction*** and ***Excel Intermediate*** or equivalent knowledge and skills namely:

- Creating, editing and formatting spreadsheets which include formulas and a range of functions
- Creating graphs and simple pivot tables
- Using hyperlinks, a range of reference options and protection

Objectives

At the end of the training the delegate will be able to successfully:

- Install and use Add-ins to extend the functionality of Excel
- Create, use and save Excel templates
- Convert Excel data into different formats and other Microsoft applications
- Import data from other applications to analyse in Excel
- Use advanced PivotTables to analyse and format data at different levels of detail
- Use macros to automate common tasks
- Share workbook information collaboratively
- Handle text in Excel using string functions
- Use What-if analyses to create forecast data
- Use data validation to improve accuracy and efficiency using the documentation and support provided.

Modules covered in this course

Templates

Templates help you increase productivity and standardisation by allowing you to specify all the things that each instance of a given spreadsheet must contain.

Macros

By creating macros which mimic interactive processes you can speed up your handling of repetitive tasks.

String-Handling Features and Functions

This group of functions allows you to examine data values in a variety of detailed and sophisticated ways.

Add-ins and What-if Analyses

Add-ins are extra Excel features such as Analysis and complex wizards.

What-if analyses are a variety of tools that let you use Excel to forecast target values.

Advanced PivotTables

This section develops the basic pivot tables covered earlier, allowing you to analyse repetitive data in great detail.

Sharing Workbooks

This feature can be useful when a number of people need to update different parts of a spreadsheet simultaneously.

Data Validation

Use Data Validation to ensure that users enter data into specific columns according to given content rules.

Views and Scenarios

Use views to quickly show/hide specific rows and columns in given situations and scenarios to hold different data sets.