

## Introduction to Excel [2003](#) / [2007](#)

This course of six sessions is ideal for you if you are; a complete beginner to spreadsheets, have a little knowledge and want to learn how to create your own spreadsheets from scratch; if you are “self taught” and think you are doing things the “long way” or haven’t used Excel in a while and want to brush up your knowledge.

- Session One - Introduction to Excel
- Session Two - Formatting Cells and Worksheets
- Session Three – Working with Copy and Paste
- Session Four - Introducing Calculations
- Session Five – Some Time Saving Techniques and Controlling Large Worksheets
- Session Six – Introducing Charts and Graphs

## Intermediate Excel [2003](#) / [2007](#)

This course of six sessions is for you if; you have completed the Introduction to Excel 2003, haven’t used Excel in a while and need to brush up, are “self taught” or know the topics in the Introduction to Excel 2003 course.

- Session One - Formulas and Functions
- Session Two - Working with Multiple Workbooks, and Creating Templates
- Session Three - Working with Others
- Session Four - Creating a Database (1 of 2)
- Session Five - Database Functions (2 of 2)
- Session Six - Working with Graphics to Enhance Your Worksheet

## Advanced Excel [2003](#) / [2007](#)

This course of six sessions is for you if you have completed the Introduction and Intermediate Excel 2003 courses or are familiar with the features covered in the previous two courses.

- Session One - Advanced Chart Features
- Session Two - Lookup functions
- Session Three - Conditional Formatting, Data Validation and Auditing Tools
- Session Four - The “What if” Tools
- Session Five - Pivot Tables and Pivot Charts
- Session Six - Sorting and Outlining

## Master Classes [2003](#) / [2007](#)

- Function Master Class
- Customising the Excel Environment
- Creating a Table of Contents



## Introduction to Microsoft Excel 2003

This course of six sessions is ideal for complete beginners, people who have no or little knowledge of Excel, someone who is “self taught” or haven’t used Excel in a while and want to brush up their knowledge.

### *Prerequisites*

- Familiarity with Windows or Vista

### *Session One - Introduction to Excel*

Opening and closing Excel - The Excel Screen, the Menus, Toolbars and Task Pane - Excel Terminology, cells, ranges, labels - Customising the Excel Screen - Recognising the elements of the workbook - Using Help - Navigating in a worksheet - Introducing Keyboard Shortcuts - Entering and editing data - Data entry shortcuts - Selecting data - Manipulating worksheets - Understanding file formats - Opening

### *Session Two - Formatting Cells and Worksheets*

Data Formatting, General, numeric, comma, percentage, dates – Creating a custom date format - Working with fonts and styles - Formatting Columns and Rows - Text wrapping, cell merging - Using format painter - Inserting and deleting columns and rows – Adding borders, lines and shading

### *Session Three - Working with Copy and Paste*

Copying and pasting labels - Copying and pasting numeric data – Using the Clipboard - Copying and pasting contiguous and non contiguous data - Linking worksheets – Copying and pasting to Word document - Linking Excel data to a Word document - Introducing Paste Special - Transposing data

### *Session Four - Introducing Calculations*

Creating simple calculations - Understanding operators and operands - Understanding the implication of operator precedence in calculations – An introduction to using functions - Creating the functions, sum, minimise, maximise and count - Using Autosum

### *Session Five - Some Time Saving Techniques and Controlling Large Worksheets*

Quick data entry using auto fill - Data entry shortcuts - Working with large worksheets - Freezing and splitting worksheets - Printing worksheets, workbooks, ranges and areas - Adding headers and footers - Adding the current date - Setting print areas - Working with margins and page layout

### *Session Six - Introducing Charts and Graphs*

Creating bar, column, line and pie charts in the same worksheet - Creating bar, column, line and pie charts on a new worksheet – Customising the charts and graphs - Adding chart titles, legends, axis, etc

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## Intermediate Microsoft Excel 2003

This course of six sessions is for people who have completed the Introduction to Excel 2003, haven't used Excel in a while and need to brush up or are "self taught" and are familiar with the features covered in the Introduction. This course is not suitable for someone who hasn't used Excel.

### *Prerequisites*

- Familiarity with Windows or Vista
- Introduction to Microsoft Excel 2003

### *Session One - Formulas and Functions*

Sum Function - Count Function – Introduction to If Functions - Copying formulas - Understanding and working with absolute and relative formulas

### *Session Two - Working with Multiple Workbooks, and Creating Templates*

Creating and working with multiple workbooks - Linking formulas and workbooks - Finding and replacing formatted text - Creating Templates

### *Session Three - Working with Others*

Protecting cells, workbooks, worksheets and ranges - Password protecting cells, workbooks, worksheets and ranges - Sharing workbooks with others - Tracking and making changes - Working with comments - Hiding cells and worksheets - Saving documents in different formats

### *Session Four - Creating a Database (1 of 2)*

Understanding good database design - Database forms - Understanding criteria – Auto filters – Useful functions – Working with lists

### *Session Five - Database Functions (2 of 2)*

Using formulas to extract data from a database DSum, DAverage, DCount, DGet - Advanced auto filters – Importing data into the database - Joining Cells - Separating Data

### *Session Six - Working with Graphics to Enhance Your Worksheet*

Adding and manipulating pictures - Inserting and manipulating clipart - Inserting and manipulating shapes

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## Advanced Microsoft Excel 2003

This course of six sessions is for people who have completed the Introduction and Intermediate Excel 2003 courses or are familiar with the features covered in the previous two courses. This course is an advanced course and as such prior knowledge will be assumed and due to time constraints and in fairness to other delegates.

### *Prerequisites*

- Familiarity with Windows or Vista
- Introduction to Microsoft Excel 2003
- Intermediate Microsoft Excel 2003

### *Session One - Advanced Chart Features*

Creating Charts - Customising Charts – Adding gridlines, axis, data series - Creating Custom combined charts - Adding trend lines

### *Session Two - Lookup functions*

The lookup functions, Lookup, VLookup and HLookups - Absolute and relative values and lookups – Creating and using named ranges - Lookups and named ranges - Using named ranges in formulas – The Match function

### *Session Three - Conditional Formatting, Data Validation and Auditing Tools*

Adding Conditional Formatting to a worksheet – Creating custom formats - Creating custom date formats – Working with the auditing tools - Validating Data

### *Session Four - The “What if” Tools*

Scenarios - Goal Seeking – the PMT Function - Creating and manipulating Data Tables - Consolidating Data

### *Session Five - Pivot Tables and Pivot Charts*

Creating and manipulating Pivot Tables – Adding formulas to Pivot Tables – The “Top Ten” – Creating and manipulating Pivot Charts

### *Session Six - Sorting and Outlining*

Using the Grouping function to group and ungroup data – Working with subtotals - Sorting text  
Importing & exporting data from other applications

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# Master Class

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## Function Master Class

This course of four sessions is for you if you are familiar with Excel but want to learn how to carry out calculations.

### *Prerequisites*

- Familiarity with Microsoft Excel 2003

### *Session One - Introducing Calculations*

Creating simple calculations - Understanding operators and operands - Understanding the implication of operator precedence in calculations – An introduction to using functions - Creating the functions, sum, minimise, maximise and count - Using Autosum

### *Session Two - Formulas and Functions*

Sum Function - Count Function – Introduction to If Functions - Copying formulas - Understanding and working with absolute and relative formulas

### *Session Three - Lookup functions*

The lookup functions, Lookup, VLookup and HLookups - Absolute and relative values and lookups – Creating and using named ranges - Lookups and named ranges - Using named ranges in formulas – The Match function

### *Session Four – Nested Functions*

Nested If's - Count If's – Sum If's- And ors

## Customising the Excel Environment Master Class

This session is for you if you are familiar with Excel but want to learn how to carry out customise the Excel environment.

### *Prerequisites*

- Familiarity with Microsoft Excel 2003

## Creating a Table of Contents

This session is for you if you are familiar with Excel and want to create a table of contents either within a workbook or linking to other workbooks.

### *Prerequisites*

- Familiarity with Microsoft Excel 2003

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## Introduction to Microsoft Excel 2007

This course of six sessions is ideal for complete beginners, people who have no or little knowledge of Excel, someone who is “self taught” or haven’t used Excel in a while and want to brush up their knowledge.

### *Prerequisites*

- Familiarity with Windows or Vista

### *Session One - Introduction to Excel*

Opening and closing Excel - The Excel Screen, Ribbons, Command, Tabs etc, cells, ranges, labels - Customising the Excel Screen - Recognising the elements of the workbook - Using Help - Navigating in a worksheet - Introducing Keyboard Shortcuts - Entering and editing data - Data entry shortcuts - Selecting data - Manipulating worksheets - Understanding file formats - Opening

### *Session Two - Formatting Cells and Worksheets*

Data Formatting, General, numeric, comma, percentage, dates – Creating a custom date format - Working with fonts and styles - Formatting Columns and Rows - Text wrapping, cell merging - Using format painter - Inserting and deleting columns and rows – Adding borders, lines and shading, introducing the Tables feature

### *Session Three - Working with Copy and Paste*

Copying and pasting labels - Copying and pasting numeric data – Using the Clipboard - Copying and pasting contiguous and non contiguous data - Linking worksheets – Copying and pasting to Word document - Linking Excel data to a Word document - Introducing Paste Special - Transposing data

### *Session Four - Introducing Calculations*

Creating simple calculations - Understanding operators and operands - Understanding the implication of operator precedence in calculations – An introduction to using functions - Creating the functions, sum, minimise, maximise and count - Using Autosum

### *Session Five - Some Time Saving Techniques and Controlling Large Worksheets*

Quick data entry using auto fill - Data entry shortcuts - Working with large worksheets - Freezing and splitting worksheets - Printing worksheets, workbooks, ranges and areas - Adding headers and footers - Adding the current date - Setting print areas - Working with margins and page layout

### *Session Six - Introducing Charts and Graphs*

Creating bar, column, line and pie charts in the same worksheet - Creating bar, column, line and pie charts on a new worksheet – Customising the charts and graphs - Adding chart titles, legends, axis, etc

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## Intermediate Microsoft Excel 2007

This course of six sessions is for people who have completed the Introduction to Excel 2007, haven't used Excel in a while and need to brush up or are "self taught" and are familiar with the features covered in the Introduction. This course is not suitable for someone who hasn't used Excel.

### *Prerequisites*

- Familiarity with Windows or Vista
- Introduction to Microsoft Excel 2007

### *Session One - Formulas and Functions*

Sum Function - Count Function – Introduction to If Functions - Copying formulas - Understanding and working with absolute and relative formulas

### *Session Two - Working with Multiple Workbooks, and Creating Templates*

Creating and working with multiple workbooks - Linking formulas and workbooks - Finding and replacing formatted text - Creating Templates

### *Session Three - Working with Others*

Protecting cells, workbooks, worksheets and ranges - Password protecting cells, workbooks, worksheets and ranges - Sharing workbooks with others - Tracking and making changes - Working with comments - Hiding cells and worksheets - Saving documents in different formats

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Using formulas to extract data from a database DSum, DAverage, DCount, DGet - Advanced auto filters – Importing data into the database - Joining Cells - Separating Data

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Adding and manipulating pictures - Inserting and manipulating clipart - Inserting and manipulating shapes

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## Advanced Microsoft Excel 2007

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### *Prerequisites*

- Familiarity with Windows or Vista
- Introduction to Microsoft Excel 2007
- Intermediate Microsoft Excel 2007

### *Session One - Advanced Chart Features*

Creating Charts - Customising Charts – Adding gridlines, axis, data series - Creating Custom combined charts - Adding trend lines, Using Themes

### *Session Two - Lookup functions*

The lookup functions, Lookup, VLookup and HLookups - Absolute and relative values and lookups – Creating and using named ranges - Lookups and named ranges - Using named ranges in formulas – The Match function

### *Session Three - Conditional Formatting, Data Validation and Auditing Tools*

Adding Conditional Formatting to a worksheet – Creating custom formats - Creating custom date formats – Working with the auditing tools - Validating Data

### *Session Four - The “What if” Tools*

Scenarios - Goal Seeking – the PMT Function - Creating and manipulating Data Tables - Consolidating Data, Identifying duplicates

### *Session Five - Pivot Tables and Pivot Charts*

Creating and manipulating Pivot Tables – Adding formulas to Pivot Tables – The “Top Ten” – Creating and manipulating Pivot Charts

### *Session Six - Sorting and Outlining*

Using the Grouping function to group and ungroup data – Working with subtotals - Sorting text  
Importing & exporting data from other applications, Tracking using Data > Connections

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# Master Class

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## Function Master Class

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Sum Function - Count Function – Introduction to If Functions - Copying formulas - Understanding and working with absolute and relative formulas

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The lookup functions, Lookup, VLookup and HLookups - Absolute and relative values and lookups – Creating and using named ranges - Lookups and named ranges - Using named ranges in formulas – The Match function

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## Customising the Excel Environment Master Class

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### *Prerequisites*

- Familiarity with Microsoft Excel 2007

## Creating a Table of Contents

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### *Prerequisites*

- Familiarity with Microsoft Excel 2007

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