

Duration 1 day

Timings 9:30 – 16:30

Versions 2003, 2007, 2010, 2013, 2016

## Course Description

Overcome the fear of numbers and Excel with our comprehensive and fun Introduction to Excel course. Discover the essentials of Excel enabling you to produce professional spreadsheets and graphs.

Full of techniques to make working with Excel easy; from navigating the screen layout and entering data through to working with formulas, multiple sheets and creating charts - everything you need to get started with Excel quickly.

Throughout the course there is plenty of opportunity to practise what you've learnt, with hands on exercises. You will also have the option to create your own "real" spreadsheets, which you can later use in the workplace.

## Course Content

- Learn how to navigate Excel
- Techniques for easy data entry
- Build basic formulas: adding subtracting, dividing and multiplying
- Calculate totals and averages
- Understand how to calculate percentages
- Apply formatting for a more professional looking spreadsheet
- Change the structure of your spreadsheet: inserting, deleting and resizing columns and rows
- Working with multiple sheets
- Visually present your data with bar, line and pie charts
- Adjust your page layout ready to print
- Print your spreadsheets
- Save, close and open your workbooks successfully

## Pre Course Requisites

Delegates will get more out of the course if they are familiar with the basics of Windows and computers in general.

If you are unsure which level would be most suitable please fill in our pre-course questionnaire or the pre-course exercise.

Duration 2 days

Timings 9:30 – 16:30

Versions 2003, 2007, 2010, 2013, 2016

## Course Description

A comprehensive course focusing on a variety of popular features within Excel, allowing you to create powerful and compelling spreadsheets.

Develop your formula knowledge, creating diverse and effective formulas to ascertain values for you. Embrace the versatility of PivotTable reports to quickly summarise large volumes of data. Learn numerous shortcuts and best practises, enabling you to work with Excel smoothly and swiftly to generate more with less effort.

Over the two days you will explore Excel thoroughly, consolidating and reinforcing your skills with practical exercises, so you can apply them to your work immediately, with amazing results!

## Pre Course Requisites

Delegates get more out of the course if they are familiar with the fundamental features of Excel. It is expected that delegates can populate cells, resize columns and rows and add or remove columns and rows. Delegates must be able to write basic formulas, this would include basic arithmetic calculations and the SUM and AVERAGE functions in Excel.

If you are unsure which level would be most suitable please fill in our pre-course questionnaire or the pre-course exercise.

## Course Content

- Tips and tricks: deliver more in less time
- Work and calculate with dates for example to obtain delivery dates, durations between dates
- Use formulas to determine answers: understand the IF and VLOOKUP formulas
- Learn ways to work with large spreadsheets easily both on and off the screen
- Protect your spreadsheet and control changes made
- Uncover Excel's database features: sort and filter data
- Create flexible and interactive reports using PivotTables
- Identify and highlight specific data with conditional formatting
- Restrict the values entered with validation
- Produce more advanced charts: pie of pie charts, waterfall charts, multiple categories and much more

Duration 2 days

Timings 9:30 – 16:30

Versions 2003, 2007, 2010, 2013, 2016

## Course Description

Excel has many features that can be exploited to make you more productive. Join our advanced course and aspire to be the local Excel guru!

If you need to make important business decisions and have the numbers at your fingertips, explore linking Match, Index and Vlookups to create dynamic lookup tables.

Make Excel work for you by creating dynamic lists based on information you already have in another list.

You will broaden your formula knowledge, giving you greater calculation powers not to mention more accuracy. Learn how to design attractive, intuitive forms making data entry easier for yourself or others.

Packed with tips and tricks to enhance performance and eliminate time-wasting tasks. Summarise, organise and manage your data easily and perform recurring tasks and processes in a click.

## Pre Course Requisites

Delegates attending this course should ideally be comfortable with navigating Excel and the basic functionality, especially using formulas and functions - knowing how to use the IF and VLOOKUP functions would be highly beneficial.

If you are unsure which level would be most suitable please fill in our pre-course questionnaire or the pre-course exercise.

## Course Content

- Dynamic Lookup tables: Match, Index and Vlookup
- Dynamic dropdown lists: Data Validation, Lists, Range Names and Indirect
- Analyse Data: PivotTables, Subtotals, Consolidate Worksheets
- Import external data and use Text to Columns
- Enhance your formula capacity: tidy text values, multiple functions in one formula, IS functions, count and total data conditionally and the payment function
- Present data visually using charts
- Manage larger spreadsheets using grouping and outlines
- Allow workbooks to be edited by multiple users and keep track of who changes what
- Customise Excel: Custom Formats, Custom Views, Macros
- Produce easy to use forms
- Learn top tips and tricks in Excel

Duration 3 days

Timings 9:30 – 16:30

Versions 2003, 2007, 2010, 2013, 2016

## Course Description

Visual Basic for Applications is a built in development environment for Microsoft Office. This course concentrates on teaching you how to build custom solutions in Excel defined by your own business requirements.

You will learn how to write macros that cannot be created by using the macro recording tool in Excel. Learn to add toolbars buttons and menus that run your macros. This course will also show you how to distribute these macros so colleagues may also benefit from your VBA knowledge.

Throughout the 3 day course you will have ample opportunity to practise writing robust VB code. You will also receive an exercise booklet that contains example solutions to all of the exercises.

## Course Content

- Review recording macros
- Learn how to replay macros
- Introduction to the VBA development environment
- Understand basic VB language
- Write and run VBA code
- Use the If and Loop structures to repeat processes
- Learn how to identify and correct faulty code
- Error handling techniques
- Use Excels built in form features
- Create and run your own custom user forms
- Create formula functions that are not already available in Excel
- Add buttons and menu commands to Excel

## Pre Course Requisites

Delegates attending this course should ideally be comfortable with navigating Excel and the basic functionality.

If you are unsure which level would be most suitable please fill in our pre-course questionnaire or the pre-course exercise.