

Microsoft Excel Introduction

1 day

Timings 9:30 – 16:30

Pre Course Requisites

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

Course Description

Overcome the fear of numbers and Excel with our comprehensive and fun Introduction to Excel course. Discover the essentials of Excel will enable 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

Microsoft Excel Intermediate

2 days

Timings 9:30 – 16:30

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!

Course Content

- Tips and tricks: deliver more in less time
- Work and calculate with dates to obtain, for example, delivery dates and durations between dates
- Create conditional logic using the IF and IFS functions
- Retrieve matching values using XLOOKUP (and VLOOKUP)
- Work with large spreadsheets easily both on and off the screen
- Protect your spreadsheet and control changes made
- Uncover database features using Sort and Filter
- Create flexible and interactive reports using PivotTables
- Visually highlight trends, patterns or key information with Conditional Formatting
- Restrict the type of data that can be entered with Validation
- Produce more advanced Charts and use a range of customisation options

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:

- Enter data
- Use AutoFill
- Resize rows and columns
- Insert and delete columns
- Create simple formulas
- Use functions such as SUM and AVERAGE
- Format fonts, borders and colour backgrounds
- Move and copy cells
- Use print tools

Microsoft Excel Advanced

2 days

Timings 9:30 – 16:30

Course Description

Excel has many features that can be exploited to make you more productive. Join our advanced course and aspire to become the go-to Excel wizard!

Broaden your formula and function knowledge and practice combining multiple functions in one formula to give you greater calculation powers.

Explore a range of Excel tools which will empower you to organise, analyse and visualise data with incredible ease. Whether you are solving complex problems, creating eye-catching charts or automating tasks, these tools can transform raw information into meaningful insights and boost productivity.

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.

Course Content

- Locate and extract data efficiently using XMATCH, INDEX and XLOOKUP functions
- Create Dynamic Validation lists
- Use Subtotals and Outlines to analyse structured data efficiently
- Explore Power Query Editor to easily import and transform data
- Understand Tables and how they can help streamline data management
- Explore PivotTables further and manage complex datasets efficiently
- Select the right chart to make data clearer and more engaging
- Customise Excel using Formats, Views and Macros
- Enhance your formula capacity with a selection of Text and Conditional Functions
- Learn top tips and tricks in Excel

Pre Course Requisites

Delegates attending this course should be comfortable with navigating Excel and the basic functionality, especially using formulas and functions. It is preferred that delegates can:

- Create formulas
- Work and calculate with dates
- Use the IF function
- Use the XLOOKUP function
- Understand how to lock cell references using dollar signs
- Sort and Filter
- Use Conditional Formatting
- Use Data Validation
- Create Charts

3 days

Timings 9:30 – 16:30

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 Excel's 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