



Basic	Intermediate	Advanced
<p>Pre-requisite; None <i>The course is aimed at people who have never used Excel before, have very little knowledge of this software or haven't used it for a very long time and need a complete refresher course. We start at the very beginning!</i></p>	<p>Pre-requisite; A basic knowledge of Excel <i>If you can use Excel for most of the areas covered in the Basic course, then you ready for the Intermediate course. A lot of time is spent on useful formulas and functions.</i></p>	<p>Pre-requisite; You use Excel regularly <i>You have a sound knowledge of the most commonly used features, formulas & functions. This course looks at the more advanced features of Excel</i></p>
<ul style="list-style-type: none"> • Exploring Excel • Basic Workbook Skills • Basic Formulas and Functions • Formatting Data and Cells • Copying and Moving Data • Printing • Working with Columns & Rows • Using Large Spreadsheets • Working with Data • Named Ranges • Managing Worksheets • Grouping Worksheets • Working with %'s 	<ul style="list-style-type: none"> • Working with Data <ul style="list-style-type: none"> ○ Sorting, filtering and outlining • Absolute & Relative Cell references • Formulas and Functions <ul style="list-style-type: none"> ○ LOGICAL <ul style="list-style-type: none"> ▪ IF Function ▪ SUMIF / COUNTIF ▪ AND and OR conditions ○ LOOKUP & REFERENCE <ul style="list-style-type: none"> ▪ V & H Look-ups ○ DATE & TIME <ul style="list-style-type: none"> ▪ DATEDIF ▪ YEAR / MONTH /DAY • Database Functions • Data Forms • Creating an Excel Table • Charting with Excel 	<ul style="list-style-type: none"> • Analysing Data with Pivot Tables • Working with Advanced Functions & Formulas <ul style="list-style-type: none"> ○ ADVANCED DATE & TIME FUNCTIONS <ul style="list-style-type: none"> ▪ NETWORKDAYS ▪ WORKDAY ▪ YEAR & YEAR FRAC ○ MATH & TRIG <ul style="list-style-type: none"> ▪ INT ▪ ROUNDOWN ○ FINANCIAL ○ TEXT • Data Tables • Scenario Manager • Advanced Visualization in Excel (Graphs) • Using Macros • Useful Tips & Other Features <ul style="list-style-type: none"> ○ Arrays, Auditing, Trace Dependents, Data Validation, Goal Seek, Collaboration Tools