



Microsoft Excel 365 - Outline of Courses (Half Day)

Please email wendy@buildyourskill.co.uk for more details on each course.



BuildYourSkill

Introduction to Excel	Excel for Administrators	Excel for Data Analysis
Exploring Excel • Creating a new workbook • Navigating the ribbon • Features of a sheet Formatting Numbers, Text & Cells • Formatting numbers and text • Colouring data and cells • Wrapping, shrinking & merging cells & using indents Moving, Copying and Filling Data • Moving & copying data • Auto & series fill • Find and replace text Preparing your Spreadsheet for Printing • Previewing and printing • Page Setup / Orientation / Scaling / Margins Managing Columns & Rows • Hide & unhide columns & rows • Insert & delete columns & rows • Row & column width Navigating & Managing Large Spreadsheets • Zoom in and out • Freeze row & columns • Split screen Basic Formulas • Adding, subtracting, multiplying & dividing formulas Basic Functions • Autosum, average, count, max, min Sorting & Filtering Data Introduction to Conditional Formatting	Exploring Excel • Customising the ribbon • Using templates Basic Formulas • Adding, subtracting, multiplying & dividing Basic Functions • Autosum, average, count, max & min Managing Workbooks • Formatting & worksheet techniques • Page set-up and print options Working with Data • Sorting (2 or more fields) / custom sorts • Auto filtering & filter function • Filling data quickly Tables • Creating and editing tables Data Validation • Drop down menus • Basic data validation & error messages Absolute cell referencing & named cells • Absolute (<i>using \$ in a formula</i>) • Named cells Introduction to the IF Function Applying Basic Conditional • To highlight Important Information Creating Simple PivotTables to Summarise Data	Summarising & Preparing Data • Using Subtotal to summarise grouped data • Applying Filter to focus on specific data sets • Cleaning data with Remove Duplicates & the TRIM function Core Formulas and Functions for Data Analysis • IF & IFS Function ◦ To perform logical tests • Conditional Aggregates ◦ Applying COUNTIF, SUMIF, AVERAGEIF functions to analyse specific conditions • XLookup function ◦ Performing lookups to find and retrieve data across tables Quick Visual Analysis Tools • Quick Analysis: ◦ To create instant summaries • Conditional Formatting ◦ To highlight key trends, exceptions insights • Sparklines ◦ For mini data visualisations Analysing Data with Pivot Tables • Building & customising PivotTables to summarise large data sets • Using filters & sorting within PivotTables • Showing values as percentages or differences • Creating PivotCharts and adding slicers for interactivity Introducing AI in Excel • Exploring how AI tools like ChatGPT or Copilot can assist with Excel