Computer Training WALES.CO.UK

www.computertrainingwales.co.uk

IT Courses

Courses

Engineering Courses

Microsoft Excel - Beginner

Excel is a powerful piece of software within the office suite, and this course will show delegates how to get the most out of it.

Course Outline

On this one-day course in Bridgend you will cover the basic principles of Microsoft Excel 365 allowing you to confidently navigate and complete a number of functions within the software. You will learn the difference between text data, numerical data, formulas and functions. Learn how to set-up spreadsheets and develop your skills to present your work clearly and professionally.

You will learn how to be able to create and develop purchase orders, bank statements and compile sales figures. You will learn the knowledge to manipulate data by inserting rows, columns and sheets as well as how to move, copy and delete data fields.

Content

- Set up a spreadsheets from new
- Enter data, formulas & functions
- Managing printing with layouts
- Explore the user interface elements
- Getting going with formulas/functions
- Use the Excel galleries
- Data Analysis toolkit
- Customise the interface
- Creating, opening & saving a workbook
- Creating forms with Excel
- Conditional formatting
- Utilising Excel help
- Replicate formulas & functions
- Range names and how they are applied
- Setting up data for printing
- Turning your figures into charts
- Formatting charts

Who is this course for?

This course is suitable for beginners who needs to understand the way Excel works or those who have some self-taught knowledge but want to know how to use Excel more efficiently for day-to-day tasks.

Duration
1 day

Microsoft Excel - Intermediate

Excel is a powerful piece of software within the office suite, and this course will show delegates how to get the most out of it.
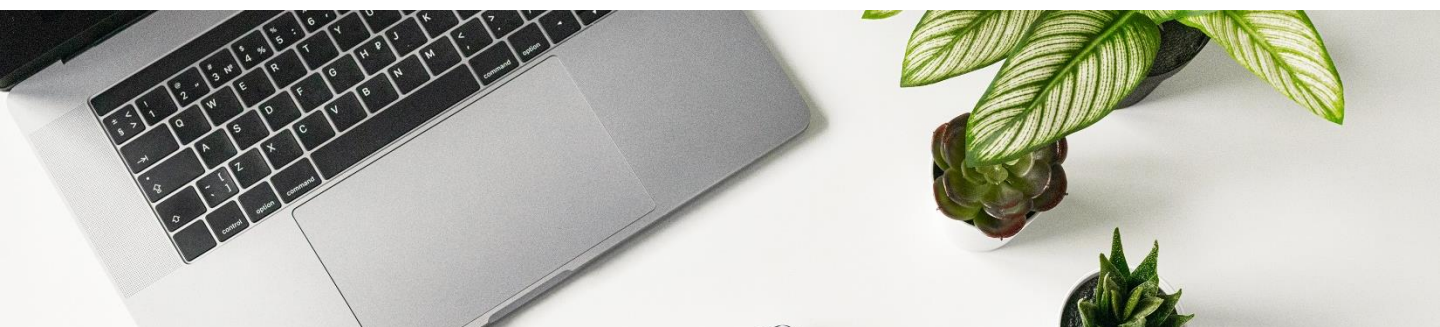
Course Outline

This one-day Intermediate Microsoft Excel 365 course in Bridgend follows on from our Beginners to Excel course and will guide you through all the new features in Excel 365. It covers more complex formulas and functions, data analysis, next generation functions, improved conditional formatting features, advanced analysis tools, lookup functions and filtering options.

Content

- Absolute cell references
- Naming cells and ranges
- Referring to named cells and ranges
- Editing named cells and ranges
- Datatypes
- Setting up workbooks with group editing
- Using VLOOKUP & HLOOKUP statements
- Editing lookups and ensuring accuracy
- Linking spreadsheets and workbooks
- Utilising 'If' statements
- XLOOKUP
- If statements and calculations

- Analysing data with conditional formatting
- Databases in Excel
- Sorting data numerically and alphabetically
- Filtering data for range & precision analysis
- Setting up data validation
- Attaching security to a spreadsheet
- Selective protection
- Setting up and utilising templates
- Creating and formatting charts
- Adding trend lines to the chart
- Utilising custom chart types

Who is this course for?

This Intermediate Microsoft Excel course is designed for users who have attended the beginners level course or those already confident in the basic features of Microsoft Excel 365.

Microsoft Excel - Advanced

Excel is a powerful piece of software within the office suite, and this course will show delegates how to get the most out of it.

Course Outline

This one-day Advanced Microsoft Excel in Bridgend course focuses on the more advanced functions within Microsoft Excel and is centred on manipulating and analysing data. This course covers how to normalise data and analyse it, import data using queries, prepare and analyse data with 'What If' functions and scenario building.

You will learn the knowledge to record macros and create icons on the toolbars to run them. Finally, you will learn the ability to use analysis tools to forecast figures based on a range of scenarios.

Content

- Text functions in Excel
- Count functions
- Advanced 'If' statements
- Create a pivot table reports from new
- Analysing data with pivot tables
- Manipulating pivot tables
- Formatting pivot tables
- Creating pivot charts
- Solver
- Data Visualisation
- Trace cell precedents & cell dependents
- Goal seek to reverse calculate a formula
- Creating single input data tables

- Setting up scenarios for What-If?
- Consolidating data by position
- Group and outline features
- Importing text files
- Advanced data analysis techniques
- Setting up database queries
- Recording macros
- Editing macros
- Creating buttons to run macros
- Customising access to Excel commands
- Adding icons to the toolbars
- Creating a custom tab
- Adding options to menus to run macros

Who is this course for?

This course is aimed at learners who have a good grounding in Excel either from experience or attending our Intermediate Microsoft Excel training course. If your job involves manipulating and analysing data in Excel, you will find this course very useful. You will also find it helpful if you spend most of your working day using Microsoft Excel and would like to fill in gaps in your knowledge.

Duration

1 day

Computer Training WALES.CO.UK

info@computertrainingwales.co.uk

+44 (0) 1656 737349

www.computertrainingwales.co.uk

Computer Training Wales
Llynfi Enterprise Centre
Heol-Ty-Gwyn Industrial Estate
Maesteg
Bridgend
CF34 0BQ

IT Courses

Courses

Engineering Courses