



## Aspect Training

Telephone: [0208 942 5724](tel:02089425724)

Email: [info@aspecttraining.co.uk](mailto:info@aspecttraining.co.uk)

YOUR COURSE, YOUR WAY - MORE EFFECTIVE IT TRAINING

# Microsoft Excel Introduction/Intermediate

**Duration: 2 days**

### Overview:

Over the years, the king of all spreadsheet programs has grown from a fairly simple calculator into an application with the ability to perform highly complex operations. The problem for most is figuring out where to start and how each of the functions can be used.

Books are great reference tools if you already know what you're looking for, but Aspect Training's Excel training courses are where you'll really grasp the full potential of Excel quickly. With Aspect Training's Microsoft Excel Introduction / Intermediate, you can acquire a working knowledge with just two days of Excel training.

Of course it takes more than two days of Excel training to get a complete understanding of this powerful program. This course will give you the platform on which to build your skills and lead to greater efficiency and productivity with Microsoft Excel

Many of today's managers require that new employees have some level of Excel training. If you're in the job market, Excel training is a C.V. line item you'll want to obtain. Courses are fast, inexpensive and can drastically increase your opportunities. The job market is fiercer today than ever and earning the position you desire means taking a proactive approach to skill building.

### Prerequisites:

Delegates should have a familiarity with Microsoft Windows

---

### Topics:

#### 1 - Excel Basics

Spreadsheet Terminology

Exploring the Excel Window

Opening and Navigating a Workbook

Closing a Workbook

#### 2 - Entering And Editing Data

Creating a New Excel Workbook

Entering and Editing Labels and Values

Entering and Editing Formulas

Saving and Updating A Workbook

#### 3 - Printing

Preparing To Print

Page Set up Options

#### **4 - Modifying A Worksheet**

Moving a Copying Data

Moving and Copying Formulas

Using Absolute References

Inserting and Deleting Ranges

#### **5 - Using Functions**

Entering Functions

Using Autosum

Using AVERAGE, MIN, MAX, and COUNT

#### **6 - Formatting Worksheets**

Formatting Text

Formatting Rows and Columns

Number Formatting

Other Formatting Features

#### **7 - Creating Charts**

Creating a Chart

Printing Charts

#### **8 - Web Features**

Saving a Worksheet as a Web Page

Adding Hyperlinks

Sending a Workbook via Email

#### **9 - Additional data entry and formatting techniques**

Restricting cell entries to specific numbers, dates, times or entries in a list

Applying number formats to cell entries

Creating a custom number format

Applying conditional formatting to a worksheet

#### **10 - Working with a template**

Creating a template; modifying the default template style

Basing a new workbook on a custom template

#### **11 - Auditing a worksheet**

Tracing precedents, dependents and errors in a worksheet

## **12 - Working with a database**

What is a database?

Totalling database entries, filtering and sorting database records

Specifying a criteria range in a filter operation

Using a data form to enter database records

Querying an external database

## **13 - Using financial functions**

Using the PMT and FV functions

Setting up a financial analysis table

## **14 - Using logical functions**

Using the IF and nesting IF functions

## **15 - Using date/time functions**

Using the DATE and NOW functions

## **16 - Using lookup functions**

Using the VLOOKUP and HLOOKUP functions

## **17 - Linking worksheets within a workbook**

Setting up related worksheets within a workbook

Moving the cell pointer from one worksheet to another

Copying data from one worksheet to another; editing the data

Entering a formula to link related worksheets

Formatting multiple worksheets in one operation

Moving and copying worksheets

Previewing and printing multiple worksheets in one operation

## **18 - Linking multiple workbooks**

Entering a formula to link multiple workbooks

Creating a workspace

## **19 - Using Excel Internet features**

Accessing the internet from Excel

Linking an Excel workbook to a web page, saving Excel data as a web page

## **20 - Analysing data (Part 1)**

Creating a pivot table report

Resetting a summary function in a pivot table report

Creating a pivot chart report, creating a pivot table report for the internet

## **21 - Analysing data (Part 2)**

Using the solver, outlining a worksheet

Additional data analysis topics

## **22 - Importing and exporting data**

Importing a text file into Excel

Importing an HTML file into Excel

Exporting Excel data into other applications

## **23 - Using Excel workgroup features**

Tracking changes and inserting comments in a worksheet

Accepting and rejecting proposed changes/reviewing comments

Protecting a shared or unshared workbook

Additional workgroup topics