**Microsoft Excel Improving Basic Skills – Online Training**

Duration:1 Day delivered as 3 hours x 2 modules.

who is it for:This course is aimed at at existing users of Excel who are at a basic level already or a bit out of practice or “self-taught”. It is ideal for building confidence and skill. Topics will be demonstrated by the trainer and attendees will be given practice examples(s).

Assumed Knowledge:An elementary knowledge of Excel is required – or attendance on our Introduction course.

what is it about:This course will develop Excel skills to improve efficiency. We will “fine tune” the use of common tasks and short cuts. This course will prepare you for attendance at the **Excel Intermediate** course. At the end you will:

* Have expanded your knowledge of Excel’s formulae functions.
* Control display format of data using conditional formats
  + - * Use filters to search for information
      * Use charts to analyse data

Some topics are specific to a version therefore will only be included for the relevant version

**Excel Improving Basics - Online Training module 1 (3 hours)**

**Worksheet basics including:**

* Selection, Navigation, Formatting and shortcuts.
* Excel Themes – changing colours, fonts and effects, setting a default.
* Inserting, Deleting, Copying Worksheet tabs

**Customising QAT and the Ribbon**

**Developing Formulae and Using Functions**

* Using the Formulas Tab
* Calculating percentages and variances
* Common Basic Functions MIN, MAX, AVERAGE, COUNT, COUNTA, COUNTBLANK

**Break 15 minutes**

* Understanding dates in Excel and using Date function such as Today, Now, Day, Month, Year.
* Understanding common #error displays
* Flash Fill

**Protecting Data**

* Cell locking and unlocking
* Worksheet and Workbook protection
* Adding Cell Comments.

**Excel Improving Basics - Online Training module 2 (3 hours)**

**Controlling Formulas when copying**

* Understanding Absolute and Relative Referencing

**Conditional Formatting**

* Data Bars
* Colour Scales
* Icon Sets
* Top/Bottom Rules

**Using Worksheet Views**

* Zoom control, controlling Multiple windows, Freeze panes/locking titles
* Printing techniques for large spreadsheets

**Cell Styles – using and creating**

**Break 15 minutes**

**Data Sort and Filter**

* Insert a Table; Table styles; Table Options tab.
* Sorting Data by Cell Content, Cell colour and Icons
* Auto Filter

**Charts/Graphs**

* Creating Simple Charts
* Editing Charts
* Formatting Charts
* Excel Chart recommendation