FP | TRAINING SERVICES

Microsoft Office
Excel Courses

We come to your site to deliver the training courses

We bring all of the equipment required for the training

Every delegate receives course material to take away

Courses can be tailored to your requirements

Microsoft Excel Basic	Microsoft Excel Intermediate	Microsoft Excel Advanced
Our Microsoft Excel Basic training course introduces you to the central workings of Excel enabling you to produce spreadsheets that can benefit your business. It is expected that you will have a basic knowledge of using computers but no prior experience with Microsoft Excel.	Our Microsoft Excel Intermediate training course builds on your prior knowledge of Excel and incorporates this into producing more complex spreadsheets to enhance business capabilities. It is expected that you will have had a working experience and/or training within Microsoft Excel prior to this course.	Our Microsoft Excel Advanced training course introduces techniques employed by experienced users to enhance your use of Excel and build feature rich spreadsheets. This will not only benefit your business but will develop your own key skills. Previous training and a working knowledge of Excel are needed before embarking on this course

Microsoft Excel Basic

Entering and editing data
Creating Excel workbooks
Entering and editing labels and values
Entering and editing formulas
Saving and updating workbooks

Modifying a worksheet
Moving and copying data
Moving and copying Excel formulas
Using absolute references
Inserting and deleting ranges

Using functions
Entering functions in Excel
Using AutoSum
Using AVERAGE, MIN, and MAX

Formatting worksheets
Formatting text in Excel
Formatting rows and columns
Number formatting
Using Format Painter and AutoFormat

Printing
Preparing to print
Page Setup options
Printing worksheets

Creating charts
Chart basics
Modifying charts
Printing charts

Web features
Saving workbooks as Web pages
Hyperlinks
Sending workbooks via e-mail

Microsoft Excel Intermediate

Working with large worksheets
Viewing options
Hiding, displaying, and outlining data
Printing large worksheets

Using multiple worksheets and workbooks
Using multiple Excel worksheets
Linking worksheets by using 3-D formulas
Consolidating data
Linking workbooks
Managing workbooks

Customising Excel
Using the Options dialog box
Customising toolbars and menus

Advanced Formatting
Borders and shading
Using special number formats
Working with dates
Working with styles
Other advanced formatting

List management
Examining lists
Sorting and filtering lists
Advanced filtering

Advanced charting
Chart formatting options
Using combination charts
Using graphic elements

Documenting and auditing
Auditing features
Comments and text boxes
Protection
Workgroup collaboration

Using Excel templates
Built-in Excel templates
Creating and managing templates

Microsoft Excel Advanced

Working with advanced formulas
Using names
Using decision-making functions
Creating nested functions
Using financial functions

Lookups and data tables
Working with lookup functions
Using MATCH and INDEX
Creating data tables

Advanced list management
Creating subtotals
Validating cell entries
Exploring database functions
Working with data forms

Working with PivotTables and PivotCharts
Working with PivotTables in Excel
Rearranging PivotTables
Formatting PivotTables
Working with PivotCharts

Exporting and importing
Exporting and importing text files
Exporting and importing XML data
Querying external databases

Using analytical options
Working with Goal Seek and Solver
Working with the Analysis ToolPak
Working with scenarios
Working with views

Working with macros
Running and recording a macro
Working with VBA code
Function procedures

Interactive Web pages
Creating interactive Web spreadsheets
Publishing PivotTables on the Web

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Microsoft Office Specialist