

## Microsoft Excel®: A Comprehensive Hands-On Introduction - 3 Days Applying Worksheet Formatting, Formulas and Functions

*Course 1361 Overview*

### **You Will Learn How To**

- Summarise data with Excel by incorporating formulas, formatting, and charts and graphs
- Efficiently navigate and manipulate multiple spreadsheets in a workbook
- Optimise your worksheets using templates, graphs and formulas
- Design simple-to-complex formulas by nesting Excel functions
- Present data visually using Excel tables and charts
- Import, fine-tune and share Excel data in your workgroup

### **Course Benefits**

In today's workplace Microsoft Excel is the de facto tool for working with data on the desktop. Knowing how to leverage Excel enables you to simplify complex tasks and is essential to daily work responsibilities. In this introductory course, you gain the skills to create Excel worksheets, develop formulas and apply sophisticated formatting to capture and present your data.

### **Who Should Attend**

Anyone who uses Microsoft Excel and needs to acquire the knowledge, skills and techniques to design formulas, create and edit worksheets, and present data results. No previous experience with Excel is assumed.

### **Hands-On Training**

Throughout this course, exercises provide you with experience applying Excel features, formulas and formatting. Hands-on exercises include:

- Navigating the Excel interface for efficiency and speed
- Formatting existing data for greater visual impact
- Designing formulas to manipulate, summarise and refine raw data
- Troubleshooting and tracing formula errors
- Charting your data for clearer presentation
- Recording macros to streamline tasks
- Linking worksheets with references

# Microsoft Excel®: A Comprehensive Hands-On Introduction - 3 Days

## Applying Worksheet Formatting, Formulas and Functions

Course 1361 Outline

### Introduction to Microsoft Excel

#### The spreadsheet model

- Worksheets and their contents
- Differentiating workbooks and worksheets

#### Navigating the interface

- General navigation
- Office Button
- The Ribbon
- Customising the interface
- Managing large spreadsheets by zooming
- Identifying worksheet tabs by color
- Changing worksheet views

#### Basic data editing

- Modifying cell contents and formats
- Inserting data with AutoFill
- Knowing when to use Paste Special
- Finding and replacing data

### Acquiring and Conforming Data

#### Importing data from outside sources

- Integrating data from other Excel sheets
- Utilising data from servers
- Managing external links
- Finding and removing duplicates

#### Excel tables and lists

- How Excel tables work
- Converting text to columns
- Sorting and grouping table data
- Adding data in a table or list

### Worksheet Formatting and Presentation

#### Initial formatting

- Configuring cell numeric formats
- Aligning data within cells
- Efficient presentation using the Format Painter
- Fitting cells to data size
- Naming cells and cell ranges

#### Worksheet presentation

- Freezing worksheet areas
- Hiding content in worksheets
- Editing, modifying and saving templates

#### Innovative formatting

- Styling cells and sheets with pre-built styles
- Conditionally formatting cells and data
- Rotating and wrapping text

### Leveraging Formulas and Functions

#### Formula basics

- Determining the order of operations
- Specifying relative and absolute cell references
- Automatic sums with AutoSum
- Conditionally summarising data
- Introducing conditional logic in formulas
- Nesting expressions in formulas

#### Extending formulas and functions

- Putting strings together with concatenation
- Finding data with a formula: VLOOKUP, HLOOKUP
- Copying and pasting formulas and/or values
- Handling formulas with dates

#### Auditing worksheet formulas

- Deciphering tagged cells with errors
- Identifying formula error indicators
- Tracing spreadsheet formula errors

### Creating a Visual Presentation of Data

#### Charting your data

- Determining when charts are required
- Creating and modifying charts with wizards
- Adjusting chart layouts, title and labels
- Switching chart type or data source

#### Printing workbooks

- Setting options on the Page Layout tab
- Viewing and adjusting page breaks
- Developing appropriate headers and footers

### Introducing Advanced Excel Features

#### PivotTable basics

- Creating a PivotTable with wizards
- Pivoting existing PivotTable data

#### Final workbook touches

- Reviewing and adding comments on worksheets
- Protecting and sharing worksheets
- Tracking shared worksheet changes

#### Creating and managing macros

- Macro basics
- When to use a macro
- Recording effective macros
- Launching macros from buttons