MICROSOFT EXCEL ONLINE
INTERMEDIATE – 5 webinars x 1.5 hours

OVERVIEW

This course is suitable for those who are currently using MS Excel on a regular basis but may not have attended a training course recently or may never have attended formal training. A basic working knowledge of Excel is required in order to attend this training.

This content covers Excel essential functionality, through to Intermediate content and will also focus on timesaving tips and tricks for the day to day use of MS Excel.

EXCEL WEBINAR 1 – ESSENTIAL SKILLS

→ The MS Excel Window / Customising the 'Quick Access Toolbar'
→ Using Shortcut Keys - Navigating / Selecting / Data Entry / Editing
→ Working with Rows and Columns - Inserting / Deleting / Resizing columns / Hiding and Unhiding
→ Moving and Copying content - Filling / Cut -Copy-Paste / Drag and Drop / The Clipboard Task Pane
→ Filling continued / Custom Lists
→ Formatting – Font / Alignment / Number / Format Painter / Orientation / Wrap Text
→ Preview / Page Setup / Print Options
→ Formatting as a table
→ Conditional Formatting

EXCEL 2: WORKING WITH FORMULAS AND FUNCTIONS

→ Writing and understanding basic formulas
→ Writing and understanding basic functions SUM / MIN / MAX / AVERAGE / COUNT / COUNTA / COUNTBLANK
→ Copying Formulas - Relative vs. Absolute cell addressing
→ Conditional formatting revisited (using formulas)
→ IF Function (The Basics)

EXCEL 3: WORKING WITH LISTS / MANIPULATING TEXT

→ Freezing Panes / Print Titles
→ Sorting and Filtering a list
→ The Filter Function – Excel 2019 / 365 only
→ Creating and Working with Excel Tables
  ▪ Changing Formatting
  ▪ Changing display options – Total row etc.
  ▪ Working with Functions
  ▪ Using Slicers in Tables
  ▪ Creating calculated fields

→ Manipulating Text
  ▪ Case of text – UPPER / PROPER / LOWER
  ▪ Text to columns
  ▪ Joining Text (Using '&' and TEXTJOIN)
  ▪ Flash Fill
  ▪ Remove Duplicates

EXCEL 4: CREATING AND WORKING WITH CHARTS

→ Creating and editing various chart types
  ▪ Column / Bar / Line / Pie
→ Moving / Resizing the chart
→ Adding / Editing chart elements
  ▪ Chart title / Legend / Chart Style / Data Table / Data Labels
  ▪ Switch Row / Column
  ▪ Manually Formatting a chart
  ▪ Change overlap and Gap width
→ Creating a combined chart
→ Displaying data on a secondary axis
→ Adding an additional range to a chart once created
→ Creating and working with Sparklines

EXCEL 5: MULTIPLE WORKSHEETS / DATA CONSOLIDATION

→ Inserting new worksheets / Renaming
→ Navigating between sheets – Mouse / Keyboard / Navigation List
→ Moving / Copying sheets
→ Using 'Group Edit'
→ Linking sheets using Formulae
→ Breaking Links
→ Other sheet options – Tab colour / Hiding and Unhiding sheets.
→ Data Consolidation – Position / Category (Label)