



Microsoft Excel Training

These learning modules can be delivered as outlined or can be tailored to meet your specific requirements.

Excel 1: Excel for Everyday Users

Description

Create spreadsheets that include total, average, percentage, date, time and GST calculations. This workshop includes efficiency and formatting tips and tricks.

Learning Outcomes

By the end of this workshop, you will be able to:

- calculate totals, averages and percentages
 - calculate the GST component of a price
 - enter, format and calculate dates and times
 - sort data
 - filter data
 - work with and print large worksheets
 - format workbooks using cell styles
 - apply conditional formats to data
 - work efficiently by applying favourite Excel tips and tricks.
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Excel 2: Formulas – Beyond the Basics

Description

Learn how to use Excel's logical, text and lookup functions to create spreadsheets that are easy to manage. This workshop includes the use of names, and how to create formulas that reference cells in other worksheets and workbooks.

Learning Outcomes

By the end of this workshop, you will be able to:

- create names for cell ranges
- use range names in formulas
- create formulas using cells in other worksheets
- create formulas using cells in other workbooks
- create formulas that calculate payments due on a loan and the value of a savings plan
- create formulas that include logical functions
- create formulas with nested functions
- calculate totals using SUMIF
- count items using COUNTIF
- look up values in lists
- extract data from cell values using text functions.

Excel 3: Manage and Analyse Data

Description

Most businesses need to share data but they run the risk of important data being altered or lost. In this workshop you will learn how to protect workbooks to prevent unwanted changes. You will also explore means of sharing workbooks for collaboration purposes.

Learning Outcomes

By the end of this workshop, you will be able to:

- delete, rename, copy and hide worksheets
- import and export data between applications
- consolidate data into summary worksheets
- use data validation to control data input
- use data protection techniques to protect worksheets and workbooks
- share a workbook
- track changes
- compare and merge workbooks.