

## Microsoft Excel Introduction

### One Day

A hands-on instructor-led Microsoft Excel training course helping people who would like to learn how to create spreadsheets and gain a fundamental ability with Excel via learning and guided practice from an open and friendly trainer within a professional classroom environment. After training delegates may expect to produce straightforward spreadsheets to handle data, use simple formulas to calculate values, format any spreadsheet for clarity and emphasis and set up the spreadsheet for sharing, printing and perhaps creating charts to easily demonstrate values.

### Course Aims

The primary objective of all Excel training courses is to increase each participant's overall ability and confidence in using Excel features that can be directly applied to their work. The aim on this first level of Excel training is firstly for attendees to become confident enough to try working with Excel features to see for themselves the workload benefits that spreadsheet use can bring. The next aim is for attendees to be independently familiar enough with how Excel works at a basic level to be able to do so after training when back at work. Training therefore covers:

- Familiarity with the application interface, navigation and essential tool functions
- Understanding initial steps involved in creating or editing and saving basic spreadsheets
- Working with information in cells and changing appearance for clarity or emphasis
- Sharing or presenting information by preparation for printing data, perhaps simple charts

### Course Content

#### Excel Basics

- Spreadsheet terminology
- Exploring the Excel window
- Opening and navigating a workbook
- Closing a workbook
- Undo and Redo
- Using Help

#### Entering and Editing Data

- Creating a new Excel Workbook
- Entering and Editing labels and values
- Entering and editing formulas
- Saving a workbook
- Hiding rows and columns

#### Using Functions

- Entering Functions
- Using Autosum

#### Formatting Worksheets

- Formatting text
- Formatting rows and columns
- Number formatting
- Other formatting features
- Borders and shading

#### Printing

- Page Setup options
- Margins
- Page orientation
- Preview
- Print options

#### Charts

- Creating Charts
- Chart types
- Formatting Charts

## Microsoft Excel Intermediate

### One Day

A hands-on instructor-led Microsoft Excel training course allowing with an existing knowledge of Excel fundamentals to improve their skills and create better spreadsheets. A useful capability with analysing and presenting data with Excel is achieved through learning, discussion and practice with an expert trainer in a professional classroom environment.

### Course Aims

All Excel training courses aim to increase each participant's overall ability and confidence in using Excel features that can be directly applied to their work. The aim on this second level of Excel training is for delegates to be able to afterwards produce more professional spreadsheets and charts, plus be better placed to manipulate and analyse data. Training therefore covers:

- Working with, viewing and tidying large worksheets for clarity and purpose.
- Using multiple worksheets to organise data more clearly
- Using advanced formulas and charts to summarise and demonstrate data
- Organising spreadsheet cells for information relevance and consistency

### Course Content

#### Working with Multiple Worksheets

- Using multiple worksheets
- Linking worksheets
- Managing workbooks

#### Absolute Cell References

- Lock rows and column cell references

#### Working with Large Spreadsheets

- View options
- Hiding/displaying data
- Printing large worksheets
- Outline a Worksheet

#### List Management

- Sorting individual and multiple columns
- Create a custom sort
- Filtering
- Advanced filtering

#### Advanced Formatting

- Dates
- Styles
- Conditional formatting
- Custom Formatting

#### Advanced Formulae

- Logical functions e.g. IF
- Lookup functions

#### Documenting and Auditing

- Comments and Text Boxes
- Formula Auditing features

#### Advanced Charts

- Combination charts
- Adding and removing data
- Moving a chart
- Other chart options

## Microsoft Excel Advanced

### One Day

A hands-on instructor-led Microsoft Excel training course helping people upskill from an already good intermediate existing knowledge of Excel to be more expert. The course allows delegates to return to work with a confidence that they can achieve tasks which require an advanced knowledge of spreadsheets usage. This ability is achieved through learning, discussion and practice while working together with a master-class-level trainer in a professional classroom environment.

### Course Aims

All Excel training courses aim to increase each participant's overall ability and confidence in using Excel features that can be directly applied to their work. The aim on this third level of Excel training is for delegates to be more deeply familiar with some of the more advanced functions of Excel. Training therefore covers:

- Using advanced formulas to present defined information and allow relevant calculations
- Work with lists and collaborate and also allow for other people's Excel usage
- Analyse data and summarise relevant and pertinent information using Pivot Tables
- Automate repetitive tasks using Macros, plus import and export to and from Excel

### Course Content

#### Consolidating Data

- Consolidate data in different workbooks

#### Advanced List Management

- Subtotals
- Data Validation
- Database Functions

#### Analysing Data

- Goal Seek
- Solver
- Scenarios
- Trendlines

#### Pivot Tables

- Creating a PivotTable
- Rearranging PivotTables
- Formatting PivotTables
- PivotCharts
- Create Slicers

#### Collaborating with Other Users

- Protect a Worksheet
- Protect Workbooks
- Set a Workbook password
- Share a Workbook
- Set Revision Tracking

#### Advanced Formulas

- Using Names
- Decision-making
- Nesting
- Financial functions
- Match and Index

#### Macros

- Record a Macro
- Run a Macro
- Attach a Macro to a button

#### Importing and Exporting data

- Importing data
- Exporting data

## Microsoft Excel VBA

### Two Day Course

A hands-on instructor-led Microsoft Excel VBA training course helping people wanting to improve existing Excel skills to program Excel through VBA to achieve what they need. The course is designed to give delegates a thorough overview of programming within the Excel environment, enabling them to automate and improve the functionality of their Excel spreadsheets. This level of programming capability with Excel is achieved by learning, discussion and practice working together with a master-class level trainer in a professional classroom environment.

### Course Aims

Learning to work with VBA involves understanding object properties, methods, and events. Trainees will become able to manipulate data by declaring variables with procedures of correct scope to be used when and where these are needed. Training therefore covers:

- Using decision structures to perform decision tasks
- Using loop structures to perform repetitive tasks
- Adding a user form to your project for consistency and control
- Add controls to handle events associated with form controls and validate data entry
- Identify errors in code, use the debugging tools, and write error-handling code to trap errors.

### Course Content

#### Introduction to Excel VBA

- Reasons for using VBA rather than Macros
- Understanding the Development Environment
- The Visual Basic Editor, Parts of the Screen
- Code colours, Using Visual Basic Help

#### Procedures and Functions

- Modules, Procedures
- Creating a Sub Procedure
- Call Sub Procedures
- Creating and Use Function Procedures

#### Objects, Properties and Methods

- Understanding Classes and Objects
- Navigating the Excel Object Hierarchy
- Understanding Collections
- Using the Object Browser
- Working with the Application Object
- Using Properties and Methods
- Using the With Statement
- Working with Events
- Order of Events

#### Variables and Built-in Functions

- Declaring Variables, Understanding Data Types
- Working with Variable Scope
- Using Intrinsic Functions
- Understanding Constants
- Using Message Boxes, Using Input Boxes

#### Controlling Program Execution

- Understanding Control-of-Flow Structures
- Working with Boolean Expressions
- Using the If...End If Decision Structures
- Using the Select Case...End Select Structure
- Using the For...To Next For Each Next Structures
- Using the Do...Loop Structure

#### Debugging Code

- Error Types, Minimising Errors
- Setting Breakpoints, Stepping through Code
- Handling Errors
- Understanding Error Handling
- On Error Statement,
- Understanding the Err Object
- Writing an Error-Handling Routine
- Working with Inline Error Handling