

## Excel Bitesize (1 hour sessions)

Choose two for a half day or four/five for a full day

### Creating & Editing

- Screen Elements
- Creating & Editing
- Calculations
- Modifying

### Formatting

- Enhance your Worksheet Using:
- Character Formatting
- Number Formatting
- Alignment Options
- Use Format Painter
- Create Styles

### Printing & Working with Large Worksheets

- Page Setup Options
- Page Breaks
- Different Views
- Freeze Panes
- Group & Outline

### Charts & Sparklines

- Create & Modify different types of Charts
- Format a Chart
- Create Sparklines

### Advanced Formatting

- Create Styles
- Create Custom Formats
- Use pre-set Conditional Formats
- Create custom Conditional Formats
- Modify Conditional Formats

### List Management

- Sorting
- Sort by 1 Column
- Sort Multiple Columns
- Sort by Cell Colour
- Custom sort, Custom Lists
- Filtering
- Filter Multiple Columns
- Use Filter Options

### Using Functions

- AutoSum
- Absolute Cell References
- Max, Min, Average, Count
- IF
- VLookup/HLookup

### More Functions

- Nested If
- SumIf, CountIf, AverageIf
- And, Or
- Combination Functions
- IfAnd, IfOr
- Text Functions
- Auditing Tools

### Working with Multiple Worksheets & Workbooks

- Working with multiple worksheets
- Calculate across multiple worksheets
- Consolidate Data

### PivotTables

- Creating a PivotTable
- Formatting a PivotTable
- Create Slicers
- Create a PivotChart
- Create a Table

### Advanced List Management

- Advanced Filter
- Subtotals

### Making User Friendly Worksheets

- Data Validation
- Protect
- Range Names
- Template

### Customise Excel & Macro Recording

- Customise the Excel Environment
- Record a Macro