



Microsoft® Excel Virtual Training Sessions

These virtual sessions are live, interactive tutor-led sessions, where you can ask questions and practice, using the exercises provided, whilst the tutor is there to help. Bitesize by design, you can chunk your learning to suit your specific needs and decide how many you want to do. For individuals or teams, virtual training gives you the freedom to receive training from wherever you are, from a specialist trainer.

E1: Data Entry Tips & Tricks

Duration: 1¼ hours **Fundamentals**

- Entering, editing and deleting text, values and dates
- Using AutoFill to copy contents and formats
- Speed up data entry using FlashFill
- Changing column widths and row heights
- Inserting and deleting cells, rows and columns
- Inserting, renaming and deleting sheets

E2: Formulas and Functions

Duration: 1¼ hours **Fundamentals**

- Creating formulas
- Understanding calculation order
- The Sum Function
- Using the Min, Max, Average, and Count functions
- Quick answers with AutoCalculate
- Absolute & relative cell referencing

E3: Formatting & Printing Worksheets

Duration: 1¼ hours **Fundamentals**

- Formatting cells – numbers, dates, text
- Borders & shading
- Printing a worksheet – fitting to page, page layout view, headers & footers
- Using page break preview
- Printing an area of the worksheet

E4: Editing Tools

Duration: 1¼ hours **Fundamentals**

- Navigation and selection techniques
- Cut, copy and paste
- Making use of the clipboard
- Finding and replacing data
- Using the Clear button

E5: Producing Basic Charts

Duration: 1¼ hours **Fundamentals**

- Quick Analysis charts
- Recommended charts
- Creating a basic chart
- Changing the chart type
- Formatting chart elements
- Printing the chart
- Creating sparklines

E6: Logical Functions

Duration: 1¼ hours **Intermediate**

- Testing cells using the IF function
- Multiple testing using IFS
- Nesting AND & OR functions

E7: Multiple Worksheets & Workbooks

Duration: 1¼ hours **Intermediate**

- Recap of copying, deleting, moving & naming sheets
- Building a formula across sheets
- Using group mode to work on sheets simultaneously
- Creating and managing workbook links

E8: Working with Lists

Duration: 1¼ hours **Intermediate**

- Sorting and filtering a list
- Producing subtotals
- Why you should convert your lists to tables

E9: Text Functions & Tools

Duration: 1¼ hours **Intermediate**

- Using text functions to change the case of text: UPPER, LOWER, PROPER
- TRIM for removing unwanted spaces
- CONCATENATE to join fields
- Using text to columns to split text
- Finding and removing duplicate records



E10: Conditional Formatting

Duration: 1¼ hours **Intermediate**

- Introducing conditional formats
- Creating and editing rules
- Data bars and colour scales
- Top & bottom rules
- Conditional formatting with dates
- Using a formula to format a row

E11: Pivot Tables for Beginners – 1

Duration: 1¼ hours **Advanced**

- Create a pivottable report
- Making the source data into a table
- Using the 4 pivot table positions
- Add/remove pivot table fields
- Adding data to the source data
- Refreshing a pivot table
- Grouping dates by months, qtrs and years
- Creating a pivot chart

E12: Pivot Tables Customization

Duration: 1¼ hours **Advanced**

- Create a pivot table report – quick recap
- Filtering the pivot table
- Using field slicers to filter
- Changing the summary calculation
- Using a field multiple times
- Create calculated fields within the pivot table
- Creating custom groupings

E13: Controlling Data Input

Duration: 1¼ hours **Advanced**

- Controlling data input & drop-down lists
- Creating data input alerts & prompts
- Checking validity of existing data
- Circling invalid data
- Clearing data validation
- Protecting worksheets & workbooks

E14: Lookup Functions

Duration: 1¼ hours **Advanced**

- Find data based on a lookup value (using one or more of the following based on availability: VLOOKUP/XLOOKUP/INDEX and MATCH)
- IFERROR to choose how errors are displayed

E15: Working with Large Worksheets

Duration: 1¼ hours **Advanced**

- Navigation shortcuts
- Freezing & splitting panes
- Grouping and outlining data
- Creating custom views
- Printing large sheets

E16: Introducing Macros

Duration: 1¼ hours **Advanced**

- Recording macros in excel
- Saving and running a macro
- Creating a macro enabled workbook
- Absolute & relative cell references
- Using the personal macro workbook
- Assigning a macro to a button on the ribbon and/or in the workbook