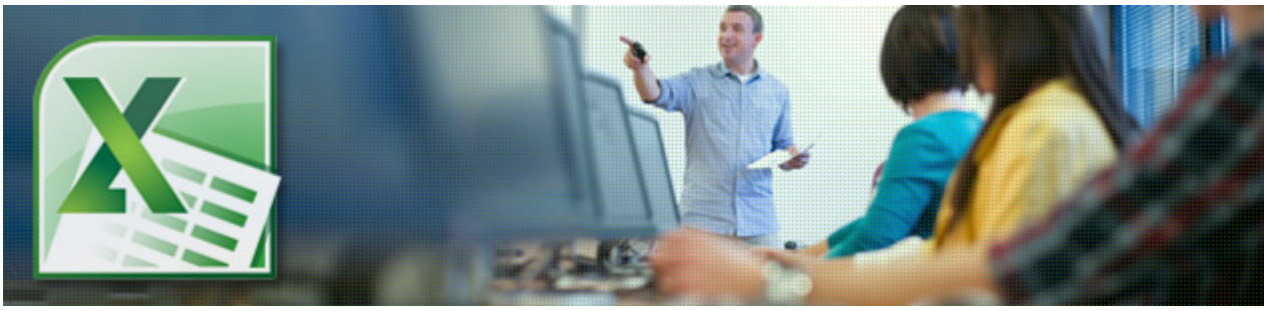
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If you know the basics of Excel, including entering data, formatting cells, using functions and formulae and inserting charts and graphs, this Microsoft Office Training Course covering Excel Masterclass will really unlock the power of the programme and its advanced functionality.



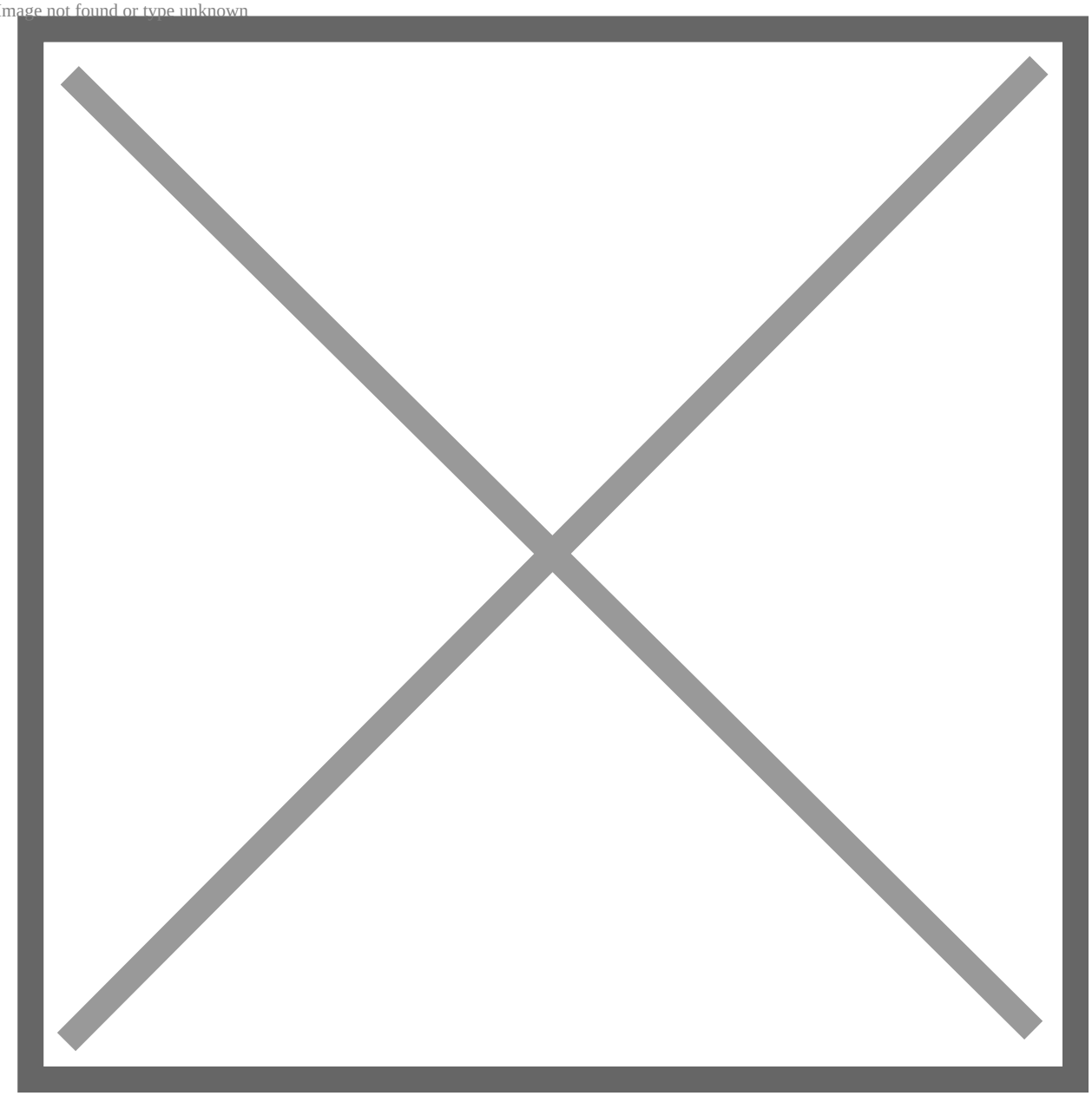
Microsoft Excel is a very powerful spreadsheet application designed to save you time and make easy work of calculating, displaying and sharing data.

This Excel Masterclass training course will introduce you to some of Excel's more powerful features.

We also provide private and in-company Microsoft Excel courses. Call us on +44 (0)1273 622272 to discuss your needs.

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Excel Training

Prerequisites

There are no prerequisites.

Course Objectives

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After attending our Excel Masterclass training course you will be able to:

- Use the advanced features of Excel
- Create advanced charts and tables
- Use advanced functions and calculations

Fundamentals of Microsoft Excel

- Overview of Microsoft Excel
- Getting started with Excel
- Interface of Excel
- Workbook Screen of Excel
- Working with Ribbon
- Getting familiar with the backstage view
- Introduction to Shortcut menus and dialogue boxes
- Introduction to Quick Access toolbar
- How to add commands to the QAT?
- Getting familiar with Status bar

Entering Data into Worksheets

- Entering Text
- Editing Text
- Undoing changes
- Excel data entry helps
- Entering numbers
- Entering dates
- entering symbols

Introduction to Sorting Data

- Overview of lists
- Alphabetical sorting, numerical sorting
- Sorting multiple columns
- Sorting numbered lists
- Overview of filters
    - Applying filters
    - Using filters
    - Building compound filters
    - Building custom filters
- Using wildcards

Introduction to Tables

- Creating, inserting, deleting the table

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- Naming and resizing tables
- Overview of table styles
- How to delete a table?

Introduction to Conditional Formatting

- Overview of Conditional Formatting
- Highlighting the cells containing:
    - Values
    - Text
    - Duplicate values
- Using data bars, colour scales, icon sets and more
- Building custom rules
- The conditional formatting rules manager

The Fill Handle

- Fundamentals of the Fill Handle
- Using Fill Series
- Custom Fill Series

Introduction to Functions and Formulas

- Overview of functions and formulas in Excel
- Working with Names and Ranges
- Overview of Array Formulas
- Error messages

Introduction to Pivot Tables

- How to create a Pivot table from Excel data list?
- Working with data fields
- How to refresh or change data source?
- Filter Pivot Table:
    - Using Slicers
    - Using Timelines
- How to create and modify PivotChart
- VLOOKUPs

Introduction to Charts

- Understand how to change charts including Pie, Column and Line
- How to print charts?
- Improve the presentation of charts by formatting

Our Microsoft Excel Masterclass training course will provide you with an understanding of the