**MICROSOFT SPREADSHEETS ADVANCED**

**INTRODUCTION**

This skills programme has been designed to provide you with the advanced skills for operating a spreadsheet program such as Microsoft Excel in order to become an expert user.

**PROGRAMME OUTCOMES**

On completion of this learning programme, learners will be able to:

* Data
* Display
* Protection
* Security
* Sorting
* Querying / filtering
* Linking
* Templates
* Charts & graphs
* Using functions
* Pivot tables / dynamic crosstab
* Scenarios / versions
* Auditing
* Macros

**PROGRAMME OUTLINE**

**DATA**

* What does naming a cell range mean?
* Example custom number formatting
* To format a range of cells using conditional formatting
* ‘Paste Special’ options
* Why import data?
* Rules for naming cells and ranges
* To name cells
* To navigate workbooks using named ranges
* To create named ranges based on cell values
* To delete named cells/ranges
* To AutoFormat a cell range
* To remove the effects of AutoFormat
* To create a custom number format
* What is ‘conditional formatting’?
* To use the Paste Special command
* To transpose data
* Common Text formats
* What is the Text Import Wizard?
* To import text into a worksheet using the Text Import Wizard, and delimit by space, comma or tab
* Using custom number formatting codes

**DISPLAY**

* To freeze column titles
* To freeze row titles
* To freeze row and column titles at the same time
* To unfreeze rows or columns
* To hide rows
* To hide columns
* To re-display hidden columns
* To re-display hidden rows
* To hide worksheets
* To create subtotals
* To remove subtotals
* What are data tables?
* To use a one input Data Table command
* To use a two input data table command
* PROTECTION
* What is ‘worksheet protection’?
* To protect a worksheet
* To un-protect a worksheet
* To protect cells
* To unprotect cells
* To re-display hidden worksheets

**SECURITY**

* To specify a password for opening a workbook
* To specify a password for saving a workbook
* To use the ‘read-only recommended’ option
* To use the ‘Always create backup’ option
* To protect a workbook
* To un-protect a workbook
* To remove a password from an Excel workbook

**SORTING**

* Sorting an internal Excel list
* To sort the data within a list
* To sort the list on a single field
* Using the ‘Then by’ sort option
* To use custom sorting options

**QUERYING / FILTERING**

* What is ‘AutoFilter’?
* To use AutoFilter
* Using drop down AutoFilters
* To perform multiple queries
* To specify a conditional filter criteria
* Using the And / Or filters
* To remove all AutoFilters
* To use Top 10 AutoFilter
* To filter unique records
* To use the Advanced Filter

**LINKING**

* To link individual cells within a worksheet
* To link charts to data within a worksheet
* To link a cell range on one worksheet to another worksheet (in the same workbook)
* To link data on one worksheet to a chart in another worksheet (within the same workbook)
* To link charts between worksheets
* To link data from one workbook to another
* To link a chart from one workbook to another
* Copying a chart from one workbook to another
* What is embedding?
* What is linking?
* Using the mouse to enter information into
* To embed data (or a chart) from Excel into a Word document
* To Paste Link selected Excel data / chart to a Word document
* To consolidate data over several worksheets

**TEMPLATES**

* What are templates?
* To use a template
* To create a template
* To edit a template

**CHARTS & GRAPHS**

* To use the Chart Wizard to create a chart
* To quickly create a chart using default settings
* To change the angle of pie chart slices
* To format the chart axis numbers
* To format the chart axis scales
* To format the chart axis text
* To move a chart item
* To resize a chart item
* To re-position a chart title
* To re-position a chart legend
* To re-position a chart data label
* To explode all the segments within a pie chart
* To delete a data series in a chart
* To add a data series to a chart
* To modify the chart type for a defined data series
* To widen the gap between columns / bars within a 2-D chart
* To insert an image into a 2D chart (as a background)
* To insert an image into a 2D chart (to format a column or bar of data)
* To copy data to the Clipboard

**USING FUNCTIONS**

* What is the ‘Insert Function’ utility?
* The NPV (Net Present Value) function
* Ways to access the Function Wizard
* To use the Insert Function to enter a function the Function Wizard
* What are nested functions?
* To use the TODAY function
* To use the DAY function
* To use the MONTH function
* To use the YEAR function
* To use the SUMIF function
* Another example of using SUMIF
* To SUMPOSITIVE function – LOTUS
* To use the ROUND function
* Rounding up or rounding down!
* To use the COUNT function
* To use the COUNTA function
* To use the COUNTIF function
* To use the PROPER function
* To use the UPPER function
* To use the LOWER function
* To use the CONCATENATE function
* What is the FV function?
* FV Syntax
* Things to be careful of when using FV
* An example of using the FV function
* NPV Syntax
* An example using the NPV function
* The PMT function
* PMT Syntax
* Example of using the PMT function
* The PV (Present Value) function
* PV syntax
* Example using the PV function
* To use the RATE function
* Example using the RATE function
* To use the HLOOKUP function
* Example using the HLOOKUP function
* To use the VLOOKUP function
* Example using the VLOOKUP function
* To use the IF function
* Functions and named ranges
* Action\_if\_true
* Action\_if\_false
* The IF( ) Function – an example
* To enter an IF ( ) function
* To use the AND function
* To use the OR function
* The ISERROR function
* Example of using ISERROR.
* The DSUM function
* An example of using DSUM
* The DMIN function
* An example of using DMIN
* The DMAX function
* An example using DMAX
* The DCOUNT function
* Example of using the DCOUNT function

**PIVOT TABLES / DYNAMIC CROSSTAB**

* What are Pivot Tables?
* To create a PivotTable
* To drop data into the Pivot Table
* To modify data and refresh the Pivot Table
* To group data within a Pivot table

**SCENARIOS / VERSIONS**

* What is the ‘Scenario Manager’?
* Scenario Manager – an example
* To show a scenario
* To view an alternative scenario
* To create a scenario summary

**AUDITING**

* To use tracers to audit a worksheet
* To display the Formula Auditing toolbar
* The Formula Auditing toolbar icons
* To trace errors in a cell
* An example of using ‘trace precedents’
* To trace the dependants of a cell
* An example of using ‘trace the dependants’
* To display all formulas within a worksheet
* What are cell comments?
* To add a comment
* To display a comment
* To remove a comment
* To edit a comment

**MACROS**

* What are Macros?
* To record a Macro
* To assign a macro to a shortcut key
* To run a macro using the Tools Macro command
* To run a macro assigned to a shortcut key
* Macros can be dangerous!
* To disable macros when opening a workbook
* To create a custom toolbar
* To assign a macro to custom button on a toolbar

**METHODOLOGY**

**Duration:**

4 Day practical sessions

**Assessment:**

Learners will have the option of completing a practical exam and obtain 75% to acquire an internationally recognized certificate.

**TARGET GROUP**

* Any individual who has completed an Ms Excel intermediate level course or works with Ms Excel on a daily basis.

**BENEFITS**

* Improved efficiency in Ms Excel tasks