MISCROSOFT EXCEL
COURSE SCHEDULES

MICROSOFT EXCEL UNIT STANDARD 116937 –

INTRODUCTION COURSE SCHEDULE

- Understanding MS Excel
- Explaining the MS Excel Screen
- Creating spreadsheets: entering and editing data
- Adding data to spreadsheets
- Adding data, dates numbers to a spreadsheet
- Navigating in MS Excel
- Creating and using multiple worksheets / workbooks
- Cut, Copy and Paste Options
- Saving Spreadsheets
- Entering basic formulas and using Autosum
- Manipulating cells
- Automatically filling cells
- Formatting a spreadsheet using the HOME ribbon
- Checking spelling
- Printing spreadsheets and printing options
- Using the Zoom feature
- How to get started with MS Excel
- How to create, modify, format and print a workbook
- Use basic formulas

MICROSOFT EXCEL UNIT STANDARD 116940-

INTERMEDIATE COURSE SCHEDULE

- Customizing Excel
- Working with the View Tab
- Freezing Panes
- Changing Excel Defaults
- Working with multiple Sheets
- Adjusting ranges between sheets
- The SUM function – using BODMAS
- Understanding formula errors
- Absolute referencing
- The ROUND function
- Statistical Functions (Count, Average, Max, Min)
- Working with Templates
- Advanced Formatting Options
- (number, date, currency, percentage)
- Advanced Border Application
- Evaluating Spreadsheet
- Formula building
- Customising MS Excel & Options
- Advanced formatting

MICROSOFT EXCEL UNIT STANDARD 258882 –

ADVANCED COURSE SCHEDULE

1.	Data Validation
2.	Sorting Data & Subtotals
3.	Date and Time Functions
4.	Mathematical Functions (Sumif)
5.	Statistical Functions (Countif, Counta)
6.	Financial Functions (FV, NPV, PMT, IPMT, Nper, PV)
7.	Text Functions (Upper, Lower, Proper, Concatenate)
8.	Lookup and Reference Functions (VLookup, HLookup)
9.	Logical Functions (If, And, Or, Not, Nested If)
10.	Named Ranges
11.	Goal Seek
12.	Scenarios
13.	Database Analysis Functions

MICROSOFT EXCEL UNIT STANDARD 116943 –

BUILDING CHARTS COURSE SCHEDULE

- Introduction to graphs and charts
- Types of graphs
- Working with Charts
- Identifying the Parts of a Chart
- Creating / formatting Charts
- **Chart Tools**
- Deleting a graph
- Importing data from an external source
- Using Objects in charts

MICROSOFT EXCEL UNIT STANDARD 258876 –

DATA MANAGEMENT COURSE SCHEDULE

- Importing and Exporting Data
- Consolidating and Linking Data
- Working with Filtered Data (including subtotals)
- Advanced Filtering
- Using Forms to input data
- Creating and using Macros
- Conditional Formatting
- Editing Macros in VBA

- Creating Pivot Tables
- Working with Pivot Tables
- Using the Pivot Table Tabs
- Creating Pivot Charts
- Working with Pivot Charts
- Using charts for data analysis
- Creating and using PowerPivots to build reports

DATA ANALYSIS COURSE SCHEDULE

- Excel Data Analysis – Overview & Process
- Working with Range Names
- Tables
- Cleaning Data with Text Functions
- Cleaning Data Containing Date Values
- Subtotals with Ranges
- Quick Analysis
- Lookup Functions
- PivotTables
- Data Visualization
- Data Validation
- Excel Data Financial Analysis
- Inquire
- Advanced Data Analysis - Overview
- Advanced Data Analysis - Data Consolidation
- Advanced Data Analysis - What-If Analysis
- What-If Analysis with Data Tables
- What-If Analysis with Scenario Manager
- What-If Analysis with Goal Seek
- Optimization with Excel Solver
- Importing Data into Excel
- Advanced Data Analysis - Data Model
- Exploring Data with PivotTables
- Exploring Data with Powerpivot
- Exploring Data with Power View
- Key Performance Indicators
- Database Functions
- Statistics Functions
- Descriptive Statistics
- Inferential Statistics
- Dashboard Reporting - Getting Started
- New Features (Forecasting, Date Grouping, Get and Transform)

DASHBOARD REPORTING COURSE SCHEDULE

- Understanding Dashboards
- Building a Model
- The Pivotal Pivot Table
- Excel Charts
- Using and Adding Conditional Formatting
- Dynamic Labeling
- Components for Trending
- Grouping and Bucketing Data
- Displaying Performance against a Target
- Macros in Reporting
- Creating an Interactive Interface
- External Data for Your Dashboards and Reports
- Sharing Your Dashboard
- Chart Design Etiquette
- Check Your Dashboard

NEW FEATURES AND FORMULAS COURSE SCHEDULE

- Dynamic Array Formulas:
- X-Lookup, Filter, Unique
- Sort, SortBy, Sequence
- Randarray, XMatch, Hstack, Vstack
- Shaping Arrays, ToCol, ToRow
- WrapRows, WrapCols,
- Resizing Arrays, Take, Drop
- ChooseRows, ChooseCols, Expand
- Text Functions:
- TextBefore, TextAfter, TextSplit
- Advanced Linking
- Forms, Linking Buttons
- Linking Text Boxes (Formulas)
- Using Check Boxes
- Conditional Formatting meets a Macro
- Formula Tooltips
- @ Mentions to Tasks
- Desktop Excel Action Recorder
- Automate Excel Online
- Images, In Cell
- Image to Text
- Added Data Types
- New Chart Options
- New Icons
- Pivot Table – Show Details
- Dashboard Helpers
- Tips to improve the look of your dashboard
- Dashboard mistakes and fixes

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ADVANCED ONE STEP FURTHER – 2 DAY COURSE

Data Analysis:
- Tell Me Text Box
- Custom Sorting and Subtotalling
- Validating Data
- What-If Data Analysis
- Forecast Sheet
- Macros
- Importing Data (PowerQuery Intro)

Formulas & Functions:
- Advanced Data Consolidation
- Conditional Formatting Worksheet Protection
- Managing and Preparing Data
- Lookup, Text and Logical Functions
- Statistical and Mathematical Functions
- Date and Time Functions

PivotTables and PivotCharts:
- Creating Pivot Tables
- Working with Pivot Tables
- Using the Pivot Table Tabs
- Formatting sorting and building formulas
- Creating Pivot Charts
- Working with Pivot Charts
- 3D Maps
- Power Pivots

New Features:
- X-Lookup, Filter, Unique
- Images, In Cell
- Image to Text
- Forms, Linking Buttons
- Linking Text Boxes (Formulas)
- Using Check Boxes
- Conditional Formatting meets a Macro

POWER QUERY (MS EXCEL AND POWER BI)

- Introduction
- Getting to know PowerQuery
- Exploring the Interface
- Transforming Data
- Transforming Data
- Conditional IF
- Merging
- Appending
- Custom Calculations
- Grouping by Calculation * Aggregating Records
- Table Transformations
- Text Tools
- Number and Value Tools
- Date and Time Tools
- Creating a rolling calendar
- Generating an Index and Conditional Columns
- Pivoting and Unpivoting Data
- Modifying Queries
- Cleansing Data
- Introduction
- Query Editor Diagnostics – tools

- Cleansing
- Connecting to Data Sources
- Loading Options
- Loading from SQL
- Loading from CSV
- Loading from Web
- Loading from XML, JSON, Tables
- Connecting to a folder or files
- M Language and Advanced Query Editor Concepts
- Introduction to Parameters
- Custom M Functions & Building Blocks
- Nested Calculation
- Ready to use Custom M Functions
- Text, Date and Conditional Functions
- Closing
- Troubleshooting errors
- Working Around Limitations
- Best Practices
- Case Studies

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