

Tuition Training Available For Microsoft Excel



Location **North, Lancashire**
<https://www.freeadsz.co.uk/x-394899-z>



In today's fast-paced, technical business environment, numbers are everything. Much of our success hinges on how well we can manage the data - statistics, planning, reporting - that we encounter on a daily basis. We learn how we are doing and discover our next course of action by studying numbers. An incredibly powerful tool for doing this is Microsoft Excel. Microsoft Excel is the standard spreadsheet application for both the business world and personal use. Imperial Tuitions course for Microsoft Excel will teach you basic to advanced features of Excel. Whether you are new to Excel or an advanced user, Microsoft Excel course will cover what you need to know to become an Excel power user.

Course Details:

- Excel Basics** An overview of the screen, navigation and basic spreadsheet concepts
- Understand Excel terminology** workbooks, worksheets, rows, columns, cells
- Various selection techniques**
- Understanding the various mouse cursors**
- Working with Ribbon Tabs, Groups and Dialog Boxes**
- Standard and Contextual ribbons**
- Use the task pane**
- Understand and use the File Tab** Saving, File types, File compatibility (earlier versions)
- Useful keyboard commands**
- Quick Access toolbar & Mini Toolbar**
- Entering Data** Various ways to Enter, Edit and Delete information (Text, Numbers, Dates)
- Use Auto List feature**
- Date and Time are storage in Excel**
- Enter Dates and Times**
- Date/time formatting Methods**
- Move and Copy data**
- Use the Fill Handle** to copy data and create simple lists
- Create series of information**
- Insert, Delete and Hiding Rows & Columns**
- Insert, Delete and Move Cells**
- Insert, Delete, Move and Copy Sheets**
- Various navigation techniques**
- Creating & Editing Formulae & Functions**
- Define Formulae**
- Create & Edit Formulae**
- BoDMAS : Mathematical Order**
- Copy & Move Formulae**
- Use Basic Functions - Sum, Average, Max, Min, Count, Counta**
- Use Autosum tool**
- Introduction to the Function Library**
- Reference a cell in other sheets**
- Understand Relative Referencing**
- Apply Absolute (Fixed) Referencing**
- Formatting and**

Proofing, Formatting of Cells with Number formats, Font formats, Alignment, Borders, Fill colours and Patterns. Click formulas, Auditing, Spell Check, Font & Paragraph, and Reading Companions, and Formulas, Cells, Spell Check, Font & Replace, and AutoCorrect, Page and Page Setup, Page Orientation, Auto Headers and Footers, Print a selection, Set print area, Print preview, Print, Print Preview, Breaks, and Page Breaks, New Reference, Gridlines, Page Number setting, Page Number, File & Large Workbook Tools, Split screen tool, Freeze panes, Arrange workbook windows, Zooming tools, Go To tool, Name box, navigation, Range Names, Concepts and Purpose, Naming individual or range cells, Deleting and amending named ranges, Using named cells/ranges in formulae, Conditional Functions & Formats and Date Calculations, Benefits and purpose, If Statements, Nested If, And, Or, Not, Combining And, Or, Not, Sumif, Countif, Conditional Formatting, Entering Dates and Times, Different date/time formats, How dates are stored, Calculating working days, Using the DAY(), MONTH(), YEAR() functions, Time calculations, Formulae, Auditing, Formula Auditing Tools, Revealing Formulas, tracing.



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Precedents/Dependents Goto Special Worksheet Management & Linking Linking sheets in the same file
Linking different Excel files Using Edit, Links Viewing different files at once Saving a workspace Viewing
different sheets at once Window Split Data consolidation Basic List Management Sorting Data Adding
Subtotals AutoFilter Freeze Panes Group and Outline Data Form Excel Charts / Graphs Using the Chart
Wizard Editing and Formatting charts Saving custom chart types Setting a default chart type Lookup &
Information Functions Vertical Lookup (Vlookup) Horizontal Lookup (Hlookup) Match and Index IsText,
IsValue, IsDate , IsErr, Is Error, IsNa Advanced List Management Advanced Filters Using List Features
Dynamic Lists (Tables) Pivot Tables Using the Pivot Table Wizard Changing the pivot table layout
Formatting Grouping items Inserting calculated fields Pivot Table Options Display and hide data in fields
Lay out reports directly on worksheet Pivot Chart What If Analysis Scenarios Goal Seek Solver Data
Tables Protecting & Sharing Files Sharing a file Tracking changes Accepting or rejecting changes
Applying Data validation rules Inserting comments We can also customise the training according to your
specific requirements. Duration: 21 Hrs. Cost: 20 Pounds/Hr Admin ImperialTutions Training at your pace
and your place. ;