



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 to 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, Check formulas, Spelling, Subtotals, Proofing, AutoCorrect, Spelling and Grammar, Word Count, Macros, Spell Checking, Find & Replace and AutoCorrect, Printing and Page Setup, Page Orientation, Headers and Footers, Data selection, Print area, Print range, Print range adjustment, Print range, Breaks, Mail Merge, Page Layout, Review, Reports, Audits and New Features, Gridlines, Background setting, 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 name ranges Using named cells/ranges in formulae Conditional Functions &
Formats and Date Calculations Benefits and purpose If Statements, Nested 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 Formulas Auditing Formula Auditing Tools Revealing Formulae Tracing

Tuition Training Available For
Microsoft Excel

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. ;