

## **Introduction into Excel**

- Introduction to Excel
- How to get started
- Navigation, Import and saving the work
- How the basic functions work
- Toolbars and menus, customize quick access, mini toolbars and the ribbon bar
- File new, on-line and off-line templates, file types and uses
- Get to know the conventions of Excel
- Comparing the different versions of the software (Excel 2003, 2007, and 2010)
- Dealing with formula auditing, errors, tracing, watch window and calculation options

## **Entering Numbers and Text**

- Overview about the electronic spreadsheet
- How to organize text and numeric data in lines and columns
- How to format and modify worksheets
- How to add, delete, copy and move worksheets
- Working with Multiple worksheets
- Insert and delete cells, clipboard and paste options
- Ensuring consistency and accuracy, protecting and hiding cells
- Using templates, styles, and AutoFormats

## **Entering Excel Formulas and Formatting Data**

- How to format text and numerical data
- Working with formulas
- Perform basic mathematical calculations
- Working with date and time
- Importing data from Microsoft Word and the web, delimited data, export data, linked and shared workbooks
- Finding and replacing data

## **Creating Excel Functions, Filling Cells, and Printing**

- How to understand and use basic Excel functions
- Introduction in common functions like SUM, AVERAGE, MAX and MIN
- Using and extending AutoSUM
- IF, related functions and nested IFs

- Lookup and reference functions like VLOOKUP and HLOOKUP
- Power Functions, and how to tabulate information on single and multiple criteria with COUNTIF(S), SUMIF(S) and AVERAGEIF(S)
- Statistical functions: Middle value, ranking data, magnitude data
- How to use basic math functions
- How to create a series, working with the name manager and how to consolidate data
- How to create headers and footers, freeze panes, new window and arrange all options
- Preparing documents for printing, layout and page break preview

### **Creating Charts**

- How to represent numbers in a chart and spark lines (thumb nails)
- Selecting the right chart type; line, bar, scattered, pie, stock, radar, surface, area, bubble and doughnut graphs
- How to change the layout
- Chart terminology
- How to use the chart wizard
- How to format charts
- Adding labels to a chart
- How to switch data and add multiple data ranges
- How to deal with empty and hidden cells
- Creating SmartArt diagrams
- Analyzing and communicating data with charts, quick table and filtering formats with predetermined data

### **Creating Pivot Tables for Data Analysis**

- How to create a Pivot Table, and data slicers
- Formatting data for Pivot tables
- Configuring, sorting and filtering,
- Sorting across data sources to show relative importance
- Adding, removing, and positioning subtotals and grand totals
- Creating conditional formats to highlight subsets of data and comparative analysis
- Using color scales to emphasize specific information
- How to update and refresh PivotTable data sources

## **Macros**

- How to use Macros
- Recording and adding functionality to a Macro
- How to generate a VBA code by using the Macro recorder
- Dealing with the Excel Macro Toolbar, developer tools, XML and the document panel
- Global Macros