

Data Analyst: - 25 days – 25hrs

Excel Course Content

Creating an Excel Workbook

- What's New in Office Excel?
- How to Start Excel
- How to Create a New Default Excel Workbook
- How to Create A New Excel Workbook Using A Template

Becoming Familiar with the Excel Screen

- How to Work with the Ribbon
- How to Use Access Keys
- How to Use the Office Button
- How to Access the Shortcut Menu Using the Mouse
- How to Show and Hide Workbook Elements

Getting Help and Maintenance

- How to Search Help
- How to Get Help from Office Online
- How to Set the Auto Recover Options
- How to Recover An Excel File

Moving Around Your Cursor

- How to Activate a Cell Using the Mouse
- How to Move to a Cell Using the Keyboard
- How to Move around Using the Go to Command
- How to Move to a Cell Using the Name Box
- How to Move Within a Selected Range
- How to Move to Other Sheets within a Workbook

Entering Data into Worksheet

- How to Enter Text (Label) Into a Cell
- How to Undo and Redo Changes
- How to Enter Date into a Cell
- How to Use AutoFill to Enter Text
- How to Use AutoFill Options

- How to Use AutoFill to Enter a Sequence Of Numbers
- How to Save a Workbook for the First Time
- How to Save another Copy Using 'Save As'
- How to Save With a Different File Format
- How to Save To another Folder
- How to Close the Current Workbook
- How to Open a Workbook
- How to Exit Excel

Performing Calculations

Using a Simple Formula

- How to Resize the Formula Bar
- How to Enter A Formula Using the Keyboard
- How to Use AutoSum To Calculate Totals

Selecting a Range Of Cells in Workbook

- How to Select a Single Cell
- How to Select a Range of Cells
- How to Select a Range of Cells Using <Shift>
- How to Select an Entire Column
- How to Select the Entire Row
- How to Select the Entire Worksheet
- How to Select Non-Adjacent Ranges
- How to Select Multiple Worksheets

Managing Worksheets and Workbook Information

Managing Worksheet Information

- How to Move Information Using Cut and Paste
- How to Drag and Drop Information
- How to Copy and Paste Information
- How to Use Paste Options
- How to Drag and Drop to Copy Information
- How to Insert a New Row
- How to Insert Multiple Rows

- How to Delete Rows
- How to Insert a New Column
- How to Insert Multiple Columns
- How to Delete Columns
- How to Insert A Cell

Managing Workbook Information

- How to Rename Worksheet
- How to Add a New Worksheet
- How to Rearrange Worksheets
- How to Copy Worksheet
- How to Hide and Unhide a Worksheet
- How to Format a Worksheet Tab
- How to Delete a Worksheet

Formatting Worksheets

Adjusting Column Width / Row Height

- How to Adjust the Column Width Using the Mouse
- How to Adjust the Column Width Using the Menu
- How to Adjust the Row Height Using the Mouse
- How to Adjust the Row Height Using the Menu
- How to Hide / Unhide Rows / Columns
- How to Freeze a Column / a Row
- How to Split a Worksheet into Panes

Formatting Cells Using the Ribbons

- How to Change the Font
- How to Change the Font Size
- How to Make Text Bold
- How to Italicize Text
- How to Underline Text
- How to Change the Font Color
- How to Align Data in A Cell
- How to Merge Cells

- How to Change Numbers to Percentages
- How to Increase / Decrease Decimal Places
- How to Copy a Format Using Format Painter
- How to Set a Password to Open a Worksheet
- How to Remove a Password from a Workbook
- How to Set a Password to Modify a Worksheet

Using Conditional Formatting

- How to Use the Conditional Formatting To Highlight Cells
- How to Use the Data Bars
- How to Use the Colour Scales
- How to Use the Icon Sets
- How to Edit the Rules
- How to Change the Precedence of the Rules
- How to Stop a Rule
- How to Clear the Rules

Linking Information from Different Worksheets and Workbooks

- How To Link Information Using Copy And Paste Link

Using Logical functions

- How to Use Logical Test
- How to Use IF Function to Return A Text
- How to Use IF Function to Return A Value
- How to Use A Nested IF Function
- How to Use the AND / OR Function

Formatting Cells Using the Format Cells Dialog Box

- How to Align Cell Data Vertically
- How to Wrap Text in a Cell
- How to Format Dates
- How to Change the Background Color of a Cell
- How to Add an Outline Border
- How to Add a Double Line Border
- How to Draw a Border Using the Mouse

- How to Format a Table Quickly
- Creating a Chart
- How to Insert a Chart
- How to Move a Chart
- How to Resize a Chart
- How to Change the Chart Type
- How to Add, Edit or Remove a Chart Data Source
- How to Swap Labels in the Legend with the Horizontal Axis
- How to Change the Order of a Data Series
- How to Move an Existing Chart to a New Worksheet

Setting up a Page and Printing

Setting up a Page

- How to Insert and Remove a Page Break
- How to Set and Clear the Print Area
- How to Change the Margin in the Page Layout View
- How to Change the Scaling
- How to Change the Paper Size
- How to Change the Page Margin
- How to Add A Header / Footer

Validating, Protecting and Auditing Forms & Templates

Using Data Validation and Tracing Invalid Data

- How to Validate Data Input
- How to Create an Error Alert Message

Protecting Worksheet Styles, Contents and Elements

- How to Protect the Worksheet
- How to Unprotect the Worksheet
- How to Unlock Cells for Editing In a Protected Sheet
- A Range without a Password
- Protecting Workbook Contents

How to Use the COUNTIF Function

Using the Auto Filter

- How to Enable / Disable the Auto Filter
- How to Apply / Remove the Filter
- How to Define the Criteria Range
- How to Use the Advanced Filter

Excel Advanced Course

Working with Tables

Creating Tables

- How to Create a Table
- How to Change the Style of a Table
- How to Create a New Table Style
- How to Show or Hide Table Elements
- How to Create a Calculation in a Table
- How to Insert and Delete a Table Row
- How to Resize a Table
- How to Convert a Table to a Range
- How to Sort the Data in a Table
- How to Perform Multiple Sorts
- How to Set Customize the Sort Order

Using the AutoFilter

- How to Enable / Disable the AutoFilter
- How to Apply / Remove the Filter
- How to Customize the Filter

Using the Advanced Filter

- How to Define the Criteria Range
- How to Use the Advanced Filter

Using Simple Database Functions

- How to Find the Sum of Specific Records Using the Insert Function Button
- How to Find the Average of Specific Records
- How to Find the Maximum / Minimum Value of Specific Records

Using the VLOOKUP Function

- How to Use VLOOKUP to Find Data

- How to Limit the Lookup Value for an Exact Match

Creating a Pivot table and Analysing Data

Creating a PivotTable

- How to Create A PivotTable

Updating a PivotTable

- How to Update the Information in a PivotTable
- How to Change the Layout of a PivotTable
- How to Add an Information Field to a PivotTable
- How to Arrange Information in a PivotTable
- How to Filter the Report in a PivotTable
- How to Filter Specific Records

Working With Calculated Fields in a PivotTable

- How to Change the Calculated Field Value Settings
- How to Insert a Calculated Field
- How to Delete Calculated Fields
- How to Change a PivotTable Options

Using Workgroup Features

Using Comments

- How to Add a Comment into A Cell
- How to Show/Hide Comments Permanently
- How to Show/Hide Comment Indicators
- How to Inspect a Workbook
- How to Apply Password Protection to the Editable Cells

Automating Routine Tasks with Macros

- How to Record a New Macro
- How to Run a Macro
- How to Create A Run Macro Button