



### Learning outcomes

This course shows you how to work more efficiently with workbooks and worksheets, enhance the appearance of data and worksheets, perform analysis using functions, and to use the sorting and filtering features to manage and analyse data.

### Target audience

This course is intended for current Microsoft Excel users who wish to extend their knowledge and skills beyond building simple workbooks.

### The course will cover the following topics

#### Filling Data

- Filling A Series
- Filling A Growth Series
- Filling A Series Backwards
- Filling Using Options
- Creating A Custom Fill List
- Modifying A Custom Fill List
- Deleting A Custom Fill List

#### Formula Referencing

- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References
- Creating Mixed References

#### Cell Alignment

- Understanding Cell Alignment
- Aligning Right
- Aligning To The Centre
- Aligning Left
- Aligning Top
- Aligning Bottom
- Aligning To The Middle
- Rotating Text
- Indenting Cells
- Wrapping And Merging Text
- Merging And Centring
- Merging Cells
- Unmerging Cells

#### Working With A Worksheet

- Understanding Worksheets
- Changing Worksheet Views
- Worksheet Zooming
- Viewing The Formula Bar
- Viewing The Gridlines
- Viewing The Ruler
- Inserting Cells
- Deleting Cells
- Inserting Columns
- Inserting Rows
- Deleting Rows And Columns
- Switching Between Worksheets

#### Finding And Replacing

- Understanding Find And Replace Operations
- Finding Text
- Finding Cell References In Formulas
- Replacing Values
- Using Replace To Change Formulas
- Replacing Within A Range
- Finding Formats
- Finding Constants Using Go To Special
- Finding Formulas Using Go To Special
- Finding The Current Region
- Finding The Last Cell

#### Page Setup

- Understanding Page Layout
- Using Built In Margins
- Setting Custom Margins
- Changing Margins By Dragging
- Centring On A Page
- Changing Orientation
- Specifying The Paper Size
- Setting The Print Area
- Clearing The Print Area
- Inserting Page Breaks
- Using Page Break Preview
- Removing Page Breaks
- Setting A Background
- Clearing The Background
- Settings Rows As Repeating Print Titles
- Settings Columns As Repeating Print Titles
- Clearing Print Titles
- Printing Gridlines
- Printing Headings
- Scaling To A Percentage
- Fit To A Specific Number Of Pages
- Strategies For Printing Larger Worksheets
- The Page Setup Header And Footer Tab

#### Headers And Footers

- Understanding Headers And Footers
- Adding A Quick Header
- Adding A Quick Footer
- Switching Between Headers And Footers
- Typing Text Into Headers And Footers
- Modifying Headers And Footers
- Adding Page Numbering
- Adding Date Information
- Adding Workbook Information
- Adding A Picture
- Formatting Headers And Footers
- Dragging Margins For Headers And Footers
- Creating A Different First Page
- Different Odd And Even Pages

#### Sorting Data

- Understanding Sorting
- Performing An Alphabetical Sort
- Sorting On More Than One Column
- Sorting By Rows
- Sorting Numbered Lists

#### Charting Techniques

- Understanding Chart Layout Elements
- Adding A Chart Title
- Adding Axes Titles
- Positioning The Legend
- Showing Data Labels
- Showing A Data Table
- Modifying The Axes
- Showing Gridlines
- Formatting The Plot Area
- Showing The Plot Area
- Adding A Trendline
- Adding Error Bars
- Adding A Text Box To A Chart
- Drawing Shapes In A Chart

**Pro-efficient Professional**

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## Filtering Data

### Chart Object Formatting

- Understanding Chart Object Formatting
- Selecting Chart Elements
- Using Shape Styles To Format Objects
- Changing Column Colour
- Changing Pie Slice Colour
- Changing Bar Colours
- Changing Chart Line Colours
- Using Shape Effects
- Filling The Chart Area And The Plot Area
- Filling The Background
- The Format Dialog Box
- Using The Format Dialog Box
- Using Themes

- Understanding Filtering
- Applying And Using A Filter
- Clearing A Filter
- Creating Compound Filters
- Multiple Value Filters
- Creating Custom Filters
- Using Wildcards

### Logical Functions

- Understanding Logical Functions
- Using IF To Display Text
- Using IF To Calculate Values
- Nesting IF Functions
- Using IFERROR
- Using TRUE And FALSE
- Using AND
- Using OR
- Using NOT

### Lookup Functions

- Understanding Data Lookup Functions
- Using CHOOSE
- Using VLOOKUP
- Using VLOOKUP For Exact Matches
- Using HLOOKUP
- Using INDEX
- Using MATCH
- Understanding Reference Functions
- Using ROW And ROWS
- Using COLUMN And COLUMNS
- Using ADDRESS
- Using INDIRECT
- Using OFFSET

### Formula Techniques

- Scoping A Formula
- Developing A Nested Function
- Creating Nested Functions
- Editing Nested Functions
- Copying Nested Functions
- Using Concatenation
- Switching To Manual Recalculation
- Forcing A Recalculation
- Pasting Values From Formulas
- Pasting Formulas As Pictures

### Setting Excel Options

- Understanding Excel Options
- Personalising Excel
- Setting The Default Font
- Setting Formula Options
- Understanding Save Options
- Setting Save Options
- Setting The Default File Location
- Setting Advanced Options

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