

Microsoft Excel : Advanced

The aim of this module is to develop your skills in using spreadsheets to a level where you can take full advantage of the powerful functions available in Excel, and develop the most effective spreadsheet solutions for your purposes.

1 Rows, columns and formatting

Aims of this session

To give you full control over how rows and columns are displayed, and what parts of your spreadsheet are made visible at any time. Also to control how data is displayed depending on certain conditions.

On completing this session you will be able to

- Manage the display of rows and columns
- Format a range of cells
- Create custom formats
- Apply conditional formatting

2 Importing and Analysing Data

Aims of this session

To enable you to bring data into Excel from other sources, and use the powerful Excel tools for analysing data.

On completing this session you will be able to

- Import data from a delimited text file
- Use Paste Special
- Sort and filter data
- Link data within a worksheet, between worksheets and between workbooks

3 Manage access to your workbooks and formulae

Aims of this session

To enable you to protect your formulas from being edited by users of your workbooks, and to determine who can access your workbooks.

On completing this session you will be able to

- Protect cells
- Limit access to your workbook

4 Templates

Aims of this session

This session enables you to save your spreadsheet layout and settings as a blank to be used for creating new workbooks.

On completing this session you will be able to

- Use existing templates
- Create a template from your workbook
- Modify your template

5 Advanced charting options

Aims of this session

This session explores the extensive charting options in Excel to enable you to use the full range of options in creating your charts.

On completing this session you will be able to

- Know how to modify axes
- Reposition chart elements
- Manage data series
- Select chart types

6 Data analysis with pivot tables

Aims of this session

This session aims to develop an understanding of pivot tables and charts, and enable you to create and format both pivot tables and charts.

On completing this session you will be able to

- Gather data to meet reporting requirements
- Use the pivot table wizard
- Use grouping and functions in pivot table
- Adjust the table for different reporting requirements
- Produce a pivot chart

7 Macros

Aims of this session

This session develops your understanding of when it is appropriate to use macros, and how to create and use simple macros, and add them to a toolbar.

On completing this session you will be able to

- Create simple macros
- Store macros in your current workbook or in your personal workbook
- Add a macro to a custom toolbar

8 Auditing

Aims of this session

To enable you use Excel's auditing tools to trace cell dependencies in a workbook. Also to review workbooks by displaying formulas and making use of comments.

On completing this session you will be able to

- Trace precedent and dependent cells
- Display all formulas
- Make use of worksheet comments