



## ***An Increasing Productivity course*** **Time saving features of** **Microsoft® Excel**

### **Level: Stage 2**

#### *About this course*

This course introduces Excel features that save you time. It is designed primarily of those who spend many hours formatting and updating data in spreadsheets.

#### *Who should attend?*

This course is aimed at a person who is proficient in the fundamentals of using Excel. It will suit users who now wish to use Excel functions and commands to promote a more efficient use of time spent formatting and updating data.

#### *Learning objectives*

By the end of this course, participants should be able to confidently:

- ✓ Create and copy calculations using absolute and relative addressing
- ✓ Manipulate the screen to easily view and work with multiple worksheets and large tables of data
- ✓ Set the print options to automatically print column and row labels on each page. Set Headers and Footers
- ✓ Sort and Filter large lists of data using specific criteria
- ✓ Link, move and copy information between worksheets and workbooks
- ✓ Save time and reduce errors using the IF family of functions, date functions and text functions
- ✓ Format and protect workbooks so you can confidently share with other users
- ✓ Create and use macros to cut down on processing time

#### *Learning method*

This course is designed to be instructor led. Instruction follows a “hands-on” approach. Each delegate will require a PC with Microsoft® Excel software installed. The course can be complemented with user reference manuals (optional). Use of a whiteboard and data projector would be beneficial.

#### *Course pre-requisites*

This course is designed for users who are proficient at using the Microsoft® Windows environment, a mouse and keyboard and who already have the essential skills needed to create, format, edit, save and print an Excel workbook. This includes the ability to create basic formulas and use the SUM function.

### *Course duration*

Course delivery consists of 7 hours hands-on tuition. Please note the duration is set for a maximum of 8 persons. If you are thinking of running this course for a smaller or larger group please contact us for confirmation of the required duration.

### *Skill check*

The instructor will provide practical exercises and practice files. Delegates can request assistance when working through the exercises. The aim is to confirm a skill has been developed to ensure the learning objectives have been met, therefore, where ever possible delegates are encouraged to repeat the exercise unassisted.

### *Safety check*

The instructor will explain the benefit of good posture with recommended safety checks to be made during the session and when working on a PC in general.

### *Course content*

Topics covered in this course include the following:

#### Absolute Addressing

- Create and copy calculations using absolute and relative addressing, e.g. \$A\$4 vsA4

#### Workbook display

- Work with multiple workbooks within the same window
- Splitting and Freezing panes
- Setting Print Titles
- Headers and Footers

#### Filtering data in a list

- Sorting lists of data
- AutoFilter -using criteria to filter lists
- Extracting records

#### Work with multiple worksheets/workbooks

- Format multiple worksheets at once
- Copy and move data between worksheets and workbooks
- Link information held in one worksheet to another
- Link information between workbooks

#### IF functions

- Perform calculations only if a set criteria is met using the IF function
- Calculate a range only if a set criteria is met using the SUMIF and SUMIFS functions

- Return the total number of items that met a set criteria using the COUNTIF and COUNTIFS functions
- Use IFERROR to return a value if a calculation is evaluated as an error

#### Data and Time and Text functions

- Insert the current data and time using the NOW and TODAY functions
- Pull information into a text string using the CONCATENATE function
- Return a set number of characters from a text string using the LEFT and RIGHT functions

#### Collaborating with other users

- Hiding rows, columns and worksheets
- Protecting the worksheet and the workbook from changes
- Control data input using Data Validation
- Inserting comments

#### An introduction to macros

- Recording and running a macro
- Saving a macro to the Personal.xls file
- Assigning a macro to a macro button on the Quick Access toolbar
- Deleting macros