



Working with Excel

Spreadsheets are most commonly used to manipulate figures. They can be used for accounting, cash flows, budgeting, forecasts. Any job that involves the use of numbers can be done on a spreadsheet. Training Solutions provide beginners, intermediate and advanced Excel training. Training can be fully customised to individual job requirements and skill levels, or be unit standard based. Outlined below are the Excel functions we can deliver training on.

STARTING EXCEL

- The Excel Screen
- Menus
- Toolbars
- Moving Around the Window
- Using Scroll Bars
- The Office Assistant

ENTERING LABELS AND DATA

- Entering Labels
- Entering Numbers
- Editing Cells
- Undo/Redo
- Modify Column Width
- Modify Row Height

FORMULAS

- Formulas
- Brackets
- AutoSum
- Percentages
- Checking Formulas

FORMATTING

- Ranges
- Formatting
- Bold, Italic & Underline
- Fonts & Font Size
- Format Number
- Date & Time
- Adding Borders
- Alignment
- Rotate Text
- Text Colour
- Spell Checking
- Zoom

SAVE, OPEN & CLOSE

WORKBOOKS

- Save a Workbook
- Closing a Workbook
- Opening a Workbook
- Starting a New Workbook

PRINTING

- Headers and Footers
- Print Preview
- Page Setup
- Margins
- Page Break Preview
- Print Options
- Display and Print Formulas
- Printing a Worksheet

CHARTS AND OBJECTS

- Introducing Charts
- Creating a Chart
- Formatting Charts

FUNCTIONS & ADDRESSING

- Inserting Worksheets
- Sorting a List
- Saving in Different Formats
- Save as HTML
- Inserting Rows & Columns
- Deleting Rows & Columns
- Functions
- Relative Addresses
- Absolute Addresses
- Filling a Range
- Picture Objects
- Finding Specific Text
- Replacing Text
- Freeze Panes
- Multiple Worksheets

DATABASING

- Sorting
- Multilevel sorting
- Auto filtering
- Advanced Filtering
- Subtotals
- Forms
- Pivot Tables
- Pivot Charts
- Validation of Data

FUNCTIONS

- Mathematical – Sum, 3D Sum, SumIf
- Text – Len, Concatenate, Left, Right, Mid
- Financial – FV, PMT
- Logical – If, And, Or, Not
- Lookup – Vlookup
- Statistical – Average, Count, CountA, Min, Max
- Date and Time – Now, Date, Week-day
- Creating your own function

FORMATTING

- Number formats
- Dates
- Create your own format
- Alignment
- Fonts & Sizing
- Borders & Shading
- Conditional Formats
- Merging Cells
- Wrapping Text
- Format Painting
- Column Widths
- Row Heights
- Autoformat
- Page Setup

MACROS & SECURITY

- File Passwords
- Worksheet Protection
- Workbook Protection
- Cell Protection
- Templates
- Recording a Macro
- Editing Macros
- Running your Macro
- Relative Cell Addressing
- Autostart Macros
- Storing Macros

CREATING AN APPLICATION

- Excel Options
- Intro to VB For Applications
- Creating a Procedure
- Running a Procedure
- Assigning a Procedure to a Toolbar
- Assigning a Procedure to a Menu
- Using a parameter in a Procedure
- Using Dialog Boxes
- Using the Status Bar
- Decision Statements
- Looping Statements

GRAPHING

- Overview
- Using the Chart Wizard
- Creating and Printing a Chart Object
- Creating and Printing a Chart Sheet
- Printing Data and Chart
- Data Selection for Charts
- Options for Modifying your Chart
- Adding and Removing Data
- Formatting a Chart
- Trendlines
- Adding Graphical Objects

Working with Excel— Course Application

Name _____

NZQA number _____

Company Name _____

Telephone _____

Fax _____

Work e-mail _____

Postal Address _____



Arthur Street
Private Bag 902
TIMARU

Phone: (03) 684 0886
Cell: 027 259 7843
Fax: (03) 684 0867
Email: trish.terpstra@aoraki.ac.nz

