Microsoft Excel Foundation to Intermediate

Course Duration: 2-day; Instructor-led
Time Schedule: 9am-5pm
Lunch: 1:00pm- 2:00pm
Morning Tea-break: 10:30am-10:45am
Afternoon Tea-break: 3:30pm -3:45pm

COURSE OBJECTIVES
- Give participant a systematic understanding of a spreadsheet ad its benefits
- Equip participant with essential skills of effectively utilizing spreadsheet software in a day-to-day business environment

TARGET AUDIENCE
This course is designed for Clerks, Officers, Executives, Supervisors, Administrators, Managers of all levels; and personnel who already know and understand and want to further enhance their knowledge and practical uses of Microsoft Excel.

PREREQUISITES
REQUIRED PREREQUISITES:
Basic knowledge of Windows is essential with the following pre-requisites:
- Able to manoeuvre with the mouse – Point, Click, Drag and Double Click
- Able to configure the desktop
- Able to use the Control Panel
- Able to move and re-size Application Windows
- Able to switch between task applications

METHODOLOGY
This program will be conducted with interactive lectures, PowerPoint presentation, discussions and practical exercise

COURSE OUTLINE

Module 1 - Things you should know getting started in Excel
Lesson 1.1. Get to know the Interface of Excel
- Get familiar with Excel Start Screen
- Understanding the anatomy of Excel workbook and worksheet
Lesson 1.2. Free ticket tour to your Excel 2016 interface
- Creating your first workbook by insert a blank workbook from the Excel start screen

- Get familiar of where you should locate your favourite command from the tabs and groups
- Managing your setting of Excel and workbooks with File (Backstage View)
- Save and Save As(Update) your first creation

Lesson 1.3.   Manipulating cells in Excel Worksheet
- Use different ways to identify the Active Cell and entering different types of data to the Active Cell.
- Fixed your mistake using undo; Redo an action that you have accidentally undone; Repeat a simple action
- Fill in data using AutoFill command
- Switching row to column, column to row using Paste as Transpose command
- Use the preview feature to preview how the data it's going to look like before deciding which feature to apply
- Clear format, clear content, clear hyperlink with clear command

Lesson 1.4.   Manipulate rows and columns in a worksheet
- Changing the layout of report by insert or deleting row(s) and column(s)
- Adjusting the height and width of row(s) and column(s)
- Hiding and un-hiding row(s) and column(s)

Lesson 1.5.   Searching and replacing data
- Teleporting from one location to another with Go To command
- Find a specific value using Find command
- Replacing data using Find and Replace

Lesson 1.6.   Proof Read your workbook
- Spell check your workbook using Spelling command

Module 2 - Enhance the look of your report by apply formatting

Lesson 2.1.   Applying font formatting
- Changing the typeface (Calibri etc.) used in Excel workbook
- Not ready to commit to the font type yet? Use the font type Live Preview before deciding
- Format font by changing font size, font type, font color etc.
- Copy the font formatting applied to the selected cells and paste to others with Format Painter
- Quick accessing font formatting command using mini toolbar

Lesson 2.2.   Applying cell formatting
- Define the boundaries of data by applying border(s)
- Formatting the cell(s) and range(s) by adding colors and pattern
- Set up a wallpaper as your worksheet background

Lesson 2.3.   Moving and duplicating data
- Drag and drop cell(s), range, column(s) and row(s) using moving pointer
- Copy, cut and paste cell(s) and range(s)
- Make use of the storage of clipboard to store all the copied object(s) and values and paste them whenever wherever.
- Master all the different kind of paste options in Excel like paste as transpose, paste as value and others.

Lesson 2.4.   Determine the alignment and orientation of text within a cell
- Going through all the alignment options in Excel

- Adjusting the indentation of text in a cell instead of physically enter space before or after the content.
- Wrap the content that has exceeded the dimension of a cell using Wrap Text
- Add some styles to your excel worksheet by changing the orientation of cell content
- Merging multiple cells to create a larger dimension cell; Unmerging cell to split cell back into its original form

Lesson 2.5.   Cell Styles are pre-set styles with different combination of formats to select cell(s)
- Applying cell styles to selected cells
- Modifying cell styles using Style Dialog Box

Lesson 2.6.   Changing the appearance of the value by applying number formatting
- Using predefined number formatting like accounting, percentage, date and time
- Custom build a number formatting
- Custom build a date formatting

Lesson 2.7.   Managing Excel worksheet
- Insert, delete and modify worksheets
- Organize worksheets with names & colors
- Hiding and unhiding worksheet(s)
- Reference a cell from other worksheets using worksheet references

Module 3 - Functions and formulas you should start with Excel journey
Lesson 3.1.   Understanding Basic Arithmetic Operators
- Modifying formula from Formula Bar
- Get to know the elements to build your own formula
- Crafting formulas with addition (+), subtraction (-), multiplication (*) & division (/)
- Understanding the order of Arithmetic Operators

Lesson 3.2.   Functions and Functions library in Excel
- Browsing functions in Excel

Lesson 3.3.   Top 5 easiest predefined Excel functions you must know!
- Sums up your values with AutoSum / SUM function
- Count the number of cells contain numbers with COUNT function
- Find the average within a range with AVERAGE function
- Get the highest number from a range with MAX function
- Use MIN function to look for the smallest number from a range

Module 4 - Compare worksheets and workbooks using view command
Lesson 4.1.   Compare your worksheet
- Splitting a worksheet into multiple panes to compare 2 or more sections of data from different parts in a worksheet
- Lock the top and left region with free panes command while scrolling take place using Freeze Pane

Lesson 4.2.   Compare multiple workbooks at the same time
- Arrange all Excel widows vertically, horizontally, tile and stacked.

- Using the Side by Side command to compare multiple workbooks at the same time and synchronize the scrolling concurrently
- Using Switch Window command to other Excel window that is currently open

Lesson 4.3.   Compare multiple worksheets at one shot
- Compare different worksheets within a workbook by opening new window of a workbook with New Workbook command

Module 5 - Setting up your report for printing

Lesson 5.1.   Top tips and tricks for printing Excel Spreadsheet
- Setup the margin, orientation, paper size of the page(s)
- Customizing and inserting the headers and footers
- Some print setting you should know in the Backstage View
- Deciding the area to be printed out
- Using Page Break Preview to set up how your worksheet is being printed into how many page
- Repeat printing title headers or labels in other pages using Print Title command
- Make use of the space in a paper by maximize the scale of the print area using Scale option.
- Preview the page before printing

Module 6 - Overview of Excel functions and formulas

Lesson 6.1   Relative and absolute reference
- Reference to the precedent reference while copying formula with Relative Reference
- Using Absolute Reference to prevent the cell from referencing to the precedent cell while copying formula
- Using absolute row and absolute column reference in a formula
- Lesson 6.2   Reference a cell or range using name so the formula is easier to maintain
- Understand about the benefit of name range
- Creating your first name range
- Maintaining name range in Excel

Module 7 - Use the statistical function like a Data Analyst

Lesson 7.1   Analysing data using function with specific criteria
- Count the number of cells by specifying one or more criteria with COUNTIF function
- Find the average of a range by specifying one or more criteria using AVERAGEIF function
- Sums up value from a range by specifying one or more criteria using SUMIF function

Lesson 7.2   Test the value from cell by specifying criteria with logical functions
- Use IFERROR function to avoid a formula from displaying error
- Use IF function to test value from the cell with criteria, and return value (specify by user) when the test return True or False

Module 8 - Managing and analysing data range using dynamic table

Lesson 8.1   Get to know about all elements in table

- Converting your data range into a dynamic table
- Styling Tables
- Remove duplicate rows with Remove Duplicate Data command
- Sort and filter data in your Table
- Extract filtered result and paste to other location with Advanced Filter
- Adding Total Row to automatically Sums up Table

Module 9 -   Visualizing your data using graph and charts Part. 1
Lesson 9.1   Make use of all the chart advanced features
- Get to know all chart types
- Adding additional data into chart by Changing Data Range
- Changing the view of chart using Switch Row/Column
- Adding extra elements into your chart like Chart Title, Axes, Gridlines and others.