

Short Course List

- Data Management - Including Pivot Tables (3 hours)
- An Introduction to Pivot Tables (1 hour)
- Charts - from start to finish (2 hours)
- Printing (1 hour)
- Formulas and Functions Intro (3 hours)
- Formulas and Functions Advanced (3 hours)
- Worksheet & Workbook Protection (1 hour)
- Formatting - including Conditional Formatting (3 hours)
- An Introduction to Macros (VBA programming) (3 hours)

Data Management - Including Pivot Tables (3 hours)

Content:

- Filtering (Auto Filter and Advanced Filter)
- Sorting
 - Simple Sorting,
 - Complex Sorting
 - Custom Sorting
- Freezing Panes
- Named Ranges
- Linking & Consolidating Data
- Subtotals
- Data Validation
- An Introduction to Pivot Tables
- Table Styles

An Introduction to Pivot Tables (1 hour)

Content:

- An Introduction to Pivot Tables
- Table Styles

Charts - from start to finish (2 hours)

Content:

- Quick chart
- Chart Types:
 - Column
 - Line
 - Templates
 - Bar
 - Composite
 - Modifying Charts
 - Pie
 - Trend Lines
 - Using charts

Printing (1 hour)

Content:

- Print Preview
- Fit to Page
- Paper Sizes
- Page Alignment
- Headers & Footers
- Freezing Titles

Formulas and Functions Intro (3 hours)

Content:

- How to Create Basic Formulas
- Understanding Relative and Absolute Cell References
- Basic Functions
 - SUM
 - COUNT
 - AVERAGE
 - MAX
 - MIN
 - IF

Formulas and Functions Advanced (3 hours)

Content:

- Understanding Relative and Absolute Cell References
- Advanced formulas
- Advanced Functions:
 - VLOOKUP
 - AND/OR
 - DATE Functions
 - COUNTIF/COUNTIFS
 - SUMIF/SUMIFS
 - IFERROR
 - TEXT functions
 - MORE functions as requested

Worksheet & Workbook Protection (1 hour)

Content:

- Worksheet Protection (protecting cells and objects like charts)
- Workbook Protection (protecting the structure of the workbook)
- Restricting Workbook Access (using passwords to modify or open workbooks)

Formatting - including Conditional Formatting (3 hours)

Content:

- Basic Formatting (Fonts, Backgrounds etc.)
- Number & Date Formatting
- Format Painter
- Conditional Formatting
- Table Formatting

An Introduction to Macros (VBA programming) (3 hours)

Content:

- Why Use Macros
- The Macro Recorder
- Running Macros
- Editing Macros
- Variables
- Decisions & Looping
 - IF/THEN/ELSE
 - DO WHILE LOOP
 - FOR/NEXT
- Debugging Techniques
- Tips & Tricks