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Moving forward in knowledge and training

Microsoft Excel
Training Course Brochure

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Microsoft Excel Training Course Brochure

Microsoft Excel Level 1

Course Code	MSEXL1.1
Duration	1 day

Overview

This course introduces delegates to the basic functions of Microsoft Excel and will enable them to create worksheets and perform formatting and functions within the worksheet.

Audience

This course is designed for people who wish to gain the skills necessary to create, edit, format and print basic Microsoft Excel worksheets.

Learning Objectives

By actively participating in this course, delegates will be able to:

- ▶▶ Navigate the Excel programme.
- ▶▶ Perform selection, manipulation and formatting techniques.
- ▶▶ Understand and create basic formulas and functions.
- ▶▶ Understand and create basic charts.

Pre-Requisites

To be successful in this course, you should be familiar with using personal computers and have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer.

Specifically, you should be able to launch and close programmes, navigate to information stored on the computer and be able to manage files and folders.

Software Requirements for Virtual Classroom
Delegates will need to have Microsoft Excel 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses. Delegates may notice differences in their software if using a MAC.

Course Contents

- ▶▶ Getting started with Excel
- ▶▶ Selection techniques
- ▶▶ Manipulating rows, columns and cells
- ▶▶ Manipulating worksheets
- ▶▶ Font, alignment and number formatting
- ▶▶ Basic formulas
- ▶▶ Basic functions
- ▶▶ Basic charts

Microsoft Excel Level 2

Course Code	MSEXL2.1
Duration	1 day

Overview

This course introduces the user to the intermediate features of Microsoft Excel to attain proficiency as a competent Excel user.

Audience

This course is aimed at those wishing to gain the skill sets necessary for calculating data using functions and formulas to manipulate worksheets, create and manipulate charts, carry out cell and range formatting, use templates and create and use named ranges.

Learning Objectives

By actively participating in this course, delegates will be able to:

- ▶ Set up and viewing options
- ▶ Proofing and printing
- ▶ Understand and use a variety of functions.
- ▶ Create a variety of formulas.
- ▶ Create and use Named Ranges.
- ▶ Perform cell formatting and worksheet manipulation.
- ▶ Create and manipulate charts

Pre-Requisites

To be successful in this course, we recommend you first attend the following course or have equivalent knowledge:

- ▶ Microsoft Excel Level 1

Software Requirements for Virtual Classroom

Delegates will need to have Microsoft Excel 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses. Delegates may notice differences in their software if using a MAC.

Course Contents

- ▶ Set up and viewing options
- ▶ Proofing and printing
- ▶ 3-D Reference
- ▶ Mixed References
- ▶ Mathematical functions
- ▶ Logical functions
- ▶ Statistical functions

- ▶ Text functions
- ▶ Named ranges
- ▶ Cell and range formatting
- ▶ Manipulating worksheets
- ▶ Charts

Microsoft Excel Level 3

Course Code	MSEXL3.1
Duration	1 day

Overview

This course introduces the user to the more advanced features of Microsoft Excel to attain proficiency as a competent Excel user.

Please Note: **If you attended our Excel Level 2 course prior to June 2022**, you will recap on some Functions that you have covered during this course.

If you attended our Excel Level 3 course prior to June 2022, this is the next course in your Training Path as we have swapped the content of Level 3 and 4 around. You will still receive an Excel Level 4 certificate. Please make us aware of this at the time of booking and contact us if you are unsure which course is appropriate for you.

Audience

This course is aimed at those wishing to gain the skill sets necessary for calculating data using advanced functions and formulas and to create and manipulate advanced charts.

Learning Objectives

By actively participating in this course, delegates will be able to:

- Create and manipulate Templates
- Use various Paste Special options
- Create advanced charts
- Import text files
- Use Excel's auditing tools
- Use Time and Date functions
- Use Financial functions
- Use LookUp functions
- Understand and create Nested functions

Pre-Requisites

To be successful in this course, we recommend you first attend the following courses or have equivalent knowledge:

- Microsoft Excel Level 1
- Microsoft Excel Level 2

Software Requirements for Virtual Classroom
Delegates will need to have Microsoft Excel 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses. Delegates may notice differences in their software if using a MAC.

Course Contents

- Templates
- Paste Special options
- Time and Date functions
- Financial Functions
- LookUp Functions
- Nested Functions
- Advanced charts
- Importing Text files
- Auditing tools
- Goal Seek

Microsoft Excel Level 4

Course Code	MSEXL4.1
Duration	1 day

Overview

This course is designed for users who want to take more control of Microsoft Excel and use it to facilitate business decisions. This course allows users to start analysing data for the good of the business rather than just using it as an end user.

Please Note: **If you attended our Excel Level 3 course prior to June 2022**, you need to attend our existing **Excel Level 3.1** course, as we have swapped the content around into Level 4. You will, however, receive a certificate for Excel Level 4. Please make us aware of this at the time of booking and contact us if you are unsure which course is appropriate for you.

Audience

This course is designed for those wishing to gain the skills necessary to automate some common Excel tasks.

Learning Objectives

By actively participating in this course, delegates will be able to:

- Create and manipulate PivotTables and PivotCharts
- Use Input Tables
- Create and use hyperlinks
- Understand linking and embedding
- Use various methods of sorting and filtering data

- Use the Track Changes feature
- Use Notes and Comments
- Create and use Scenarios
- Understand and use Data Validation
- Create and run Macros
- Use passwords and security features

Pre-Requisites

To be successful in this course, we recommend you first attend the following courses or have equivalent knowledge:

- Microsoft Excel Level 1
- Microsoft Excel Level 2

Software Requirements for Virtual Classroom

Delegates will need to have Microsoft Excel 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses. Delegates may notice differences in their software if using a MAC.

Course Contents

- PivotTables
- PivotCharts
- Input tables
- Hyperlinks
- Linking and embedding
- Sorting and filtering data

- Tracking and reviewing changes
- Scenarios
- Data validation
- Notes and comments
- Macros
- Passwords and security issues

Microsoft Excel VBA & Macros - Part 1

Course Code	MSEXVBA1
Duration	1 Day

Overview

This course introduces delegates to Visual Basic for Applications (VBA) for Microsoft Excel. It enables them to create simple code and macros using the Visual Basic language in order to automate formatting tasks and create custom functions. It is aimed at those who have a good working knowledge of Excel, but limited prior knowledge of VBA, who want to be able to automate tasks and extend the functionality of Excel further.

Audience

This course is perfect for people who wish to gain the skills necessary to create macros and custom functions and understand the terminology and behaviour of the Visual Basic language.

Learning Objectives

By actively participating in this course, you will learn about the following:

- Using the Developer Tab.
- Recording and running macros.
- Swapping values in a macro.
- Creating messages.
- Understanding Workbook/Worksheet Objects and their properties.
- Understanding how to declare Range, Cell, Row, and Column Objects.
- Understanding variables such as Integers, Strings, Double and Boolean.

Prerequisites

As this is an introductory course, you do not need any prior experience using Visual Basic for Applications for Microsoft Excel. However, you should have a good working knowledge of Excel more generally. We recommend you first attend the following courses or have equivalent knowledge:

- Microsoft Excel Level 1
- Microsoft Excel Level 2
- Microsoft Excel Level 3 or Level 4

Software Requirements for Virtual Classroom

If you are attending one of our Virtual Classroom courses, you will need to have Microsoft Excel 2013, 2016, 2019 or 365 (desktop version) installed on your device. You may notice differences in software if using a MAC. For the best experience we also recommend that you have two screens and a working microphone. A webcam is optional, but very much appreciated by our trainers!

Course Contents

Create a Macro
- Swap Values
- Run Code from a Module
- Macro Recorder
- Use Relative References
- Formula R1C1
- Add a Macro to the Toolbar
- Enable Macros
- Protect Macro

MsgBox
- MsgBox Function
- InputBox Function

Worksheet and Worksheet Object
- Path and FullName
- Close and Open
- Loop through Books and Sheets
- Sales Calculator
- Files in a Directory
- Import Sheets
- Programming Charts

Range Object
- Current Region
- Dynamic Range
- Resize
- Entire Rows and Columns
- Offset
- From Active Cell to Last Entry
- Union and Intersect
- Test a Selection
- Possible Football Matches
- Font and Background Colours
- Areas Collection and Compare Ranges

Variables
- Option Explicit
- Variable Scope
- Life of Variables
- Type Mismatch

Microsoft Excel VBA & Macros - Part 2

Course Code MSEXVBA2
Duration 1 DAY

Overview

This course builds on the topics introduced in Microsoft Excel Macros & VBA Part 1, to help delegates gain a deeper understanding of the functionality of Visual Basic for Applications (VBA) within Microsoft Excel. Delegates will learn how to troubleshoot errors within their macros, create code using IF, THEN and ELSE statements, and use loops to automate a series of specific tasks within Excel.

Audience

This course is perfect for people who wish to gain the skills necessary to create macros and custom functions and understand the terminology and behaviour of the Visual Basic language.

Learning Objectives

By actively participating in this course, you will learn about the following:

- Creating code that uses If, Then and Else Statements
- Creating Single, Double and Triple Loops
- Creating a 'Do While' Loop
- Correcting errors in macros
- Joining String Messages
- Extracting text using Left & Right Functions
- Finding the length of a string using LEN
- Finding the position of a substring using InStr

- Creating a macro for finding the Year, Month and Day of a date
- Using and manipulating Dates using DateAdd & current Date and Time
- Using Hour, Minute and Second Values in the VBA
- Understanding and use the TimeValue

Prerequisites

To be successful in this course, you should have a good working knowledge of Excel. We recommend you first attend the following courses or have equivalent knowledge:

- Microsoft Excel Level 1
- Microsoft Excel Level 2
- Microsoft Excel Level 3 or Level 4
- Microsoft Excel Macros & VBA Part 1

Software Requirements for Virtual Classroom

If you are attending one of our Virtual Classroom courses, you will need to have Microsoft Excel 2013, 2016, 2019 or 365 (desktop version) installed on your device. You may notice differences in software if using a MAC. For the best experience we also recommend that you have two screens and a working microphone. A webcam is optional, but very much appreciated by our trainers!

Course Contents

If Then Statements
- Logical Operators
- Select Case
- Tax Rates
- Mod Operator
- Prime Number Checker
- Find Second Highest Value
- Sum by Colour
- Delete Blank Cells

Loops
- Loop through Entire Column
- Do Until Loop
- Step Keyword
- Create a Pattern
- Sort Numbers
- Remove Duplicates

Troubleshooting Macros
- Debugging
- Error Handling
- Err Object
- Interrupt a Macro
- Subscript Out of Range
- Macro Comments

String Manipulation
- Separate Strings
- Reverse Strings
- Convert to Proper Case
- InStr
- Count Words

Date & Time
- Compare Dates and Times
- DateDiff Function
- Weekdays
- Delay a Macro
- Year Occurrences
- Tasks on Schedule/Sort Dates