

# Which Excel course is right for me?

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## **Excel 1 – The Essentials and quite a bit more**

A one day course for those who are new to Excel or who use Excel for just entering and editing data. Delegates will develop skills for efficient data entry; gain a full understanding of Excel data types and formats; print large worksheets to fit to pages with repeating header rows and numbered pages. The course demonstrates full range of Excel formulas and simple statistical functions. Delegates will also create simple Pie, Column and Line charts to graphically represent numeric data.

## **Excel 2 – Functions, List Management, Charts, Linking Worksheet Data**

A one day intermediate Excel course for those who can enter, edit, format and set up worksheets and have some knowledge of basic formulas who wish to further develop their skills with more complex formulae, for example to perform calculations with dates; times; percentages. The course will demonstrate with practical tasks how to link data between worksheets and workbooks; apply statistical functions to data. Delegates will cover best practice in setting up worksheets in order to analyse data sets using database commands for multiple sorting, filtering and applying criteria. Delegates will apply conditional formatting to data sets to view critical data and write logical functions to flag critical data and create new data based on conditions within data sets. Delegates will learn about Excel Tables and the dynamic SUBTOTAL function and create meaningful charts and graphs.

## **Excel 3 – Data Analysis and more functions and formulae**

A one day intermediate Excel course for those who are currently Excel users, comfortable with setting up worksheets and writing formulae and using a range of Functions. This course will look in depth at data analysis using Excel Tables and Pivot Tables to summarise large data sets. Delegates will write complex criteria using advanced filters; apply the Subtotal tool and Subtotal function to extract records that meet conditions. Formulas will be used to apply conditional formatting to columns and rows to create RAG reports and display KPIs. Delegates will work with nested Excel Functions to look up valid data in other worksheets and workbooks.

## **Excel 4 – Dashboards, What-if Scenarios, more Functions and an introduction to Macros and VBA**

This one day advanced Excel course is for those who wish to explore some of Excel's advanced tools and Functions to create dashboards with form controls and pivot tables. Delegates should have a sound knowledge of working with formulas and functions. The course will look at a range of What-If Scenario tools together with the Analysis tools Add-in for working with Histograms and Descriptive Statistics. The course will also cover importing and exporting data from a number of applications and file formats, work with DATE, TIME, TEXT and INFORMATION functions. Finally delegates will be introduced to the Macro recorder for automating worksheet tasks and explore the Visual Basic Editor in order to edit recorded macros.

## **Excel 5 – VBA for Excel and Microsoft Office users**

This two day Visual Basic for Applications programming course is for those who wish to create automated procedures. Delegates should have a good working knowledge of Excel functions, Pivot Tables and named ranges. The course will look at the limitations of the macro recorder; the objects, properties and methods of the VBA language; writing procedures and user-defined Functions; program structure, flow and control. Delegates will design user forms and program form controls with Methods and Event triggers. Delegates will learn to debug and step through their code to create robust automated procedures.

## **Excel 6 – VBA Advanced for Excel users**

This two day advanced VBA course follows on from our Excel 5 two day course and looks at programming with a number of Excel's objects – Charts and Graphs; Pivot Tables; Conditional Formatting; Excel Tables. Delegates will also learn how to work with Files and Folders within the VBA environment.