

Course Outline

MS Excel - Advanced Worksheet Editing Skills

Course ID: EXCE3001	Course: MS Excel – Advanced Worksheet Editing Skills
Duration: 3 ½ Hours	No. of Delegates: max 8
Course Format: Presentations, Demonstrations and Practical workshop	
<p><i>Delegates' Pre-Requisite Knowledge/Skills</i> Delegates have a good working knowledge of Excel including creating/saving workbooks, entering and formatting data, entering formulas and using SUM/AutoSUM.</p> <p>An understanding of Data Types/Formats would be advantageous.</p>	
<p><i>Learning Outcomes/Objective</i> At the end of the course delegates will be able to:</p> <ul style="list-style-type: none"> ▪ Use Names in Formulas and Hyperlinks ▪ Work with frames/split windows and multiple workbooks ▪ Use Comments and the 'Track changes' facility ▪ Create Template spreadsheets to record/collect information in a specific format 	
<p><i>Course Outline</i></p> <ul style="list-style-type: none"> ▪ Naming Ranges/Cells ▪ Using Names in formulas/SUMs ▪ Inserting Hyperlinks to other parts of the Workbook ▪ Split Window and Freeze Panes ▪ Working with multiple Workbooks ▪ Using Comments ▪ Tracking and Reviewing Changes ▪ Cell Locking & Worksheet/Workbook protection ▪ Data Entry Validation (using drop-lists, enforcing data formats) ▪ Using Excel Templates ▪ Tips & Shortcuts (learned through Practical Exercises) <ul style="list-style-type: none"> ○ Inserting Images ○ Paste Special ○ Find/Replace & Goto ○ Autofit row height/column width 	