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## Ms Excel



### Course Guide

Microsoft Excel is a spreadsheet application developed by Microsoft for Microsoft Windows and Mac OS. It features calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications.



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## Microsoft Excel Course Contents

Microsoft Excel training curriculum follows the Microsoft official standards, designed to meet the requirements of next generation professional needs.

### Introduction to Microsoft Excel

#### *The spreadsheet model*

- Worksheets and their contents
- Differentiating workbooks and worksheets
- Navigating the interface
- The Ribbon

#### *Customizing the interface*

- Managing large spreadsheets by zooming
- Identifying worksheet tabs by color
- Changing worksheet views

#### *Basic data editing*

- Modifying cell contents and formats
- Inserting data with AutoFill
- Knowing when to use Paste Special

### Acquiring and Conforming Data

#### *Importing data from outside sources*

- Integrating data from other Excel sheets
- Utilizing data from servers
- Managing external links
- Finding and removing duplicates

#### *Excel tables and lists*

- How Excel tables work
- Converting text to columns
- Sorting and grouping table data
- Adding data in a table or list

### Worksheet Formatting and Presentation

#### *Initial formatting*

- Configuring cell numeric formats
- Aligning data within cells
- Fitting cells to data size
- Naming cells and cell ranges

#### *Worksheet presentation*

- Freezing worksheet areas
- Hiding content in worksheets
- Editing, modifying and saving templates

#### *Innovative formatting*

- Styling cells and sheets with prebuilt styles

- Conditionally formatting cells and data
- Rotating and wrapping text

### Leveraging Formulas and Functions

#### *Formula basics*

- Specifying relative and absolute cell references
- Automatic sums with AutoSum
- Conditionally summarize data
- Nesting expressions in formulas

#### *Extending formulas and functions*

- Finding data with a formula: VLOOKUP, HLOOKUP
- Copying and pasting formulas and/or values
- Handling formulas with dates

#### *Auditing worksheet formulas*

- Identifying formula error indicators
- Tracing spreadsheet formula errors

### Creating a Visual Presentation of Data

#### *Charting your data*

- Determining when charts are required
- Creating and modifying charts with wizards
- Adjusting chart layouts, title and labels

#### *Printing workbooks*

- Setting options on the Page Layout tab
- Viewing and adjusting page breaks
- Developing appropriate headers and footers

### Analyzing Data with Functions

#### *Summarizing business data with functions*

- Identifying the correct statistical function to aid analysis
- Applying basic financial functions
- Differentiating serial dates and date presentations
- Calculating the number of working days

#### *Controlling calculations and nested formulas*

- Interpreting data variations with the IF function
- Streamlining calculations with referencing
- Developing nested functions for multiple conditions
- Capturing information with lookup functions
- Applying techniques to implement and troubleshoot nested calculations

### Optimizing Workbook Models with "What-If" Analysis

#### *Planning for contingencies*

- Managing variables in worksheets with Scenarios

- Comparing and contrasting different data sets with Scenarios reports

#### *Quantifying variables in a workbook model*

- Determining the magnitude of a variable with Goal Seek to achieve an end value
- Calculating the optimum variable values in a worksheet model with Solver

### Summarizing Business Information

#### *Organizing workbooks and links*

- Arranging multiple workbooks with Workspaces
- Managing external links

#### *Consolidating ranges*

- Building 3D formulas to analyze worksheet data
- Summarizing multiple sources of Excel information into one worksheet

### Introducing Advanced Excel Features

#### *PivotTable basics*

- Creating a PivotTable with wizards
- Pivoting existing PivotTable data
- Final workbook touches
- Reviewing and adding comments on worksheets
- Protecting and sharing worksheets
- Tracking shared worksheet changes

#### *Creating and managing macros*

- Macro basics
- When to use a macro
- Recording effective macros
- Launching macros from buttons

### Troubleshooting and Enhancing Professional Workbooks

- Deciphering and correcting functions for data integrity
- Accurately interpreting calculations
- Implementing Names to enhance your workbook model
- Monitoring KPIs using conditional formatting

#### *Practical Approach*

- A real example will be given throughout the lectures/course.

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