MOUSELITERATE

Excel Introduction Course Outline

A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required.

Session One

Creating an Excel Workbook

- ☐ Explore the User Interface and the Ribbon
- ☐ Customise the Quick Access Toolbar
- ☐ Enter text, values and dates in cells
- ☐ Work with Autofill and custom lists
- ☐ Use Save and Save As
- ☐ Create a new folder
- ☐ Convert workbooks, compatibility checker

Editing an Excel Worksheet

- ☐ Move, copy and paste cells
- ☐ Edit cell contents, Use Undo and Redo

Formatting a Worksheet

- ☐ Modify fonts
- ☐ Apply cell styles & themes
- ☐ Modify alignment & orientation of cell contents
- ☐ Apply number formats (currency, %, date)
- ☐ Modify the size of columns and rows
- ☐ Clear cell content and formats

Printing a Worksheet

- ☐ Preview and print a worksheet
- ☐ Change page orientation and scaling
- ☐ Set page margins and layout
- ☐ Setup headers and footers
- ☐ Set, print and clear a print area
- ☐ Insert and remove a page break
- ☐ Print column & row titles; set other options

Session Two

Creating a Formula

- ☐ Create simple calculations
- ☐ Use AutoSum
- ☐ Enter a formula: typing, using AutoComplete or using the Formula bar
- ☐ Revise a formula
- ☐ Use Insert Function, including:
  - AVERAGE
  - SUM
  - COUNT
  - MIN
  - MAX
- ☐ Relative and absolute cell references
- ☐ Recognise common error messages

Working with Worksheets

- ☐ Insert and delete cells, rows & columns
- ☐ Insert, name and delete worksheets
- ☐ Move and copy a worksheet
- ☐ Change the zoom setting

Working with Tables

- ☐ Format a list of data as a table
- ☐ Amend the layout and design

Attaching Workbooks to an Email

- ☐ Send Excel workbook via email
- ☐ Send Excel document as a PDF document via email

www. mouseliterate.co.uk
07932 666 503
info@mouseliterate.co.uk

Excel Intermediate Course Outline

A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required. Candidates should be familiar with the topics covered on the introduction sessions.

Session One

Adding Charts to a Workbook

- ☐ Create a chart
- ☐ Move and size worksheet charts
- ☐ Change the chart type
- ☐ Format chart elements
- ☐ Change the source data for a chart
- ☐ Preview and print charts
- ☐ Sparklines

Excel Tables

- ☐ Create an Excel table
- ☐ Table styles
- ☐ Edit an Excel Table
- ☐ Use AutoFilter with tables
- ☐ Perform sorts
- ☐ Add Totals to an Excel Table

Navigating Worksheets and Workbooks

- ☐ Open more than one workbook
- ☐ Switch between open workbooks
- ☐ Divide a worksheet into panes
- ☐ Switch between panes in a worksheet
- ☐ Freeze and unfreeze worksheet panes
- ☐ Copy data from one workbook to another

Excel Productivity Tools

- ☐ Protect the worksheet or parts of the worksheet
- ☐ Hide and unhide rows and columns

Session Two

Using More Advanced Formulae

- ☐ Linking several worksheets using formulae
- ☐ Relative and absolute cell references
- ☐ Use **date and time** functions:
  TODAY, DAY, MONTH, YEAR
- ☐ Use **lookup** functions:
  XLOOKUP, VLOOKUP
- ☐ Use **text** functions:
  PROPER, LOWER, TRIM, CONCAT
- ☐ Use **logical** functions:
  IF
- ☐ Use **statistical** functions:
  COUNTBLANK, COUNTIF, AVERAGEIF
- ☐ Use **mathematical** functions:
  SUMIF, ROUND, SUBTOTAL

Data Validation and Auditing Worksheets

- ☐ Create drop down lists
- ☐ Restrict data entry to set criteria
- ☐ Create input and error messages
- ☐ Watch and evaluate formulas
- ☐ Trace cells
- ☐ Troubleshoot invalid date and errors in formulas

Backstage

- ☐ Recover unsaved documents
- ☐ Changing user options

Data Tools

- ☐ Removing duplicates
- ☐ Split text into multiple columns
- ☐ Flash Fill
- ☐ Group and subtotal data using the outlining tools

www. mouseliterate.co.uk
07932 666 503
info@mouseliterate.co.uk

MOUSELITERATE

Excel Advanced Course Outline

A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required Candidates should be familiar with the topics covered on the introduction and intermediate sessions.

Session One

Custom Number & Conditional Formatting
- [ ] Number formats
  accounting, currency, number, date
- [ ] Create a custom number or date format
- [ ] Use conditional formatting

Using Named Ranges
- [ ] Add and delete a named range
- [ ] Use a named range in a formula
- [ ] Use a named range for navigation

Customising Excel
- [ ] Customising the Ribbon
- [ ] Adding buttons to the Quick Access Toolbar

Using Macros in Excel
- [ ] Record a macro
- [ ] Run a macro
- [ ] Edit a macro
- [ ] Assign a macro to the Quick Access Toolbar or Ribbon

Collaborating with Others
- [ ] Protect files
- [ ] Set revision tracking
- [ ] Review tracked changes
- [ ] Merge workbooks
- [ ] Restrict document access

Session Two

Pivot Tables
- [ ] Create a pivot table and chart
- [ ] Amend the layout and format
- [ ] Add slicers
- [ ] Create a pivot table from two tables of data

Using Analysis Tools
- [ ] Solve a problem using Goal Seek
- [ ] Use Solver to calculate complex problems
- [ ] Create What-If analyses using the Scenario Manager

Advanced Formulae
- [ ] Create a formula using nested functions
- [ ] Use **text** functions:
  TRIM, CONCAT, FIND, TEXTJOIN
- [ ] Use **logical** functions:
  IF, IFS, AND, OR, IFERROR
- [ ] Introduction to **financial** functions:
  PMT, NPV
- [ ] Use **lookup and reference** functions:
  XLOOKUP, MATCH, INDEX, UNIQUE, INDIRECT, OFFSET

www. mouseliterate.co.uk
07932 666 503
info@mouseliterate.co.uk

MOUSELITERATE

Excel Formulas Course Outline

The course will start from basic calculations and progress to creating some more complex functions and formulae in Excel.

With expert guidance you will learn about a large number of formulae and functions. You will be given plenty of practice and examples, so as to build confidence using them.

Session One

Creating a Formula

- [ ] Create simple calculations
  - Addition
  - Subtraction
  - Division
  - Multiplication
- [ ] Use AutoSum
- [ ] Enter a formula: typing, using AutoComplete or using the Formula bar
- [ ] Revise a formula
- [ ] Functions including:
  - AVERAGE
  - SUM
  - COUNT
  - MIN
  - MAX
- [ ] Recognise common error messages
- [ ] Understanding the use of brackets/parentheses

Using Named Ranges

- [ ] How to create and edit range names for formula compiling
- [ ] Applying range names in formulae

Session Two

Using Functions

- [ ] Linking several worksheets using formulae
- [ ] Relative and absolute cell references
- [ ] Introduction to **financial** functions:
  PMT, NPV
- [ ] Use **date and time** functions:
  NOW, TODAY, NETWORKDAYS,
  DAY, MONTH, YEAR
- [ ] Use **lookup and reference** functions:
  MATCH, INDEX, OFFSET, UNIQUE, XLOOKUP,
  INDIRECT, VLOOKUP
- [ ] Use **text** functions:
  TRIM, CONCAT, FIND, LOWER, UPPER,
  MID, LEFT, RIGHT
  TEXTJOIN, CONCAT
- [ ] Use **logical** functions:
  IF, IFS, AND, OR, IFERROR
- [ ] Use **statistical** functions:
  COUNTIFS, SUMIFS, COUNTBLANK, COUNTA
- [ ] Use **information** functions:
  ISERR, ISBLANK, ISNA, ISERROR
- [ ] Create a formula using nested functions

www. mouseliterate.co.uk
07932 666 503
info@mouseliterate.co.uk

Excel VBA Introduction Course Outline

Candidates are required to have an advanced knowledge of Excel and an interest to automate regular tasks completed in Excel.

Session One

Recorded Macros

☐ Recording simple macro

☐ Running a recorded macro

☐ Running a macro with relative references

☐ Viewing and editing a macro

☐ Assigning a macro to the toolbar or ribbon

Understanding Excel VBA

☐ VBA terminology

☐ Using the Developer tab

☐ Understanding objects

☐ Viewing the Excel object model

☐ Working with object collections

☐ Setting property values

☐ Using the object browser

☐ Accessing help

☐ Code glossary

Session Two

Starting with Excel VBA

☐ Using the project explorer

☐ Working with the properties window

☐ Using the work area

☐ Viewing other panes

☐ Working with a code module

☐ Running code from the editor

☐ Setting breakpoints in code

☐ Stepping through code

Procedures

☐ Understanding procedures

☐ Creating a new sub routine

☐ Using the edit toolbar

☐ Indenting code

☐ Bookmarking in procedures

☐ Calling and linking procedures

☐ Naming procedures

☐ Code glossary

www. mouseliterate.co.uk
07932 666 503
info@mouseliterate.co.uk

Excel VBA Intermediate Course Outline

Candidates are required to have an advanced knowledge of Excel and an interest to automate regular tasks completed in Excel. Candidates need to have attended the introductory course or be familiar with the topics covered in that course.

Session One

Using Variables and Expressions

- ☐ Introduction to expressions and statements
- ☐ Data types
- ☐ Understanding constraints
- ☐ Using message boxes
- ☐ Using input boxes
- ☐ Using object variables

Executing Techniques

- ☐ Understanding control of flow structures
- ☐ If, Else and Select
- ☐ Do Loops
- ☐ Using control of flow structures
- ☐ Boolean expressions

Session Two

VBA Forms and Controls

- ☐ Understanding forms
- ☐ Working with properties of user forms
- ☐ Properties window
- ☐ Controls
  - Label control
  - Text box control
  - Combo box control
  - Command button control
  - Option button control
  - Frame control
- ☐ Control properties
- ☐ Populating controls

Error Handling and Code Debugging

- ☐ Using the debugging tools
- ☐ Setting breakpoints
- ☐ Stepping through code
- ☐ The VBA error tracking options
- ☐ Writing a routine to handle errors

www. mouseliterate.co.uk
07932 666 503
info@mouseliterate.co.uk