

Software Solutions

Microsoft® Excel - Functions, Charting & More

Stage Two

Versions 2007, 2010, 2013 (365) and 2016 (365)

Course Objectives:

The aim of this course is built on the knowledge gained in the Stage One The Essentials Excel course, and extend the basic excel user into new and necessary areas of Excel such as commonly used spreadsheet functions, charting and more. The focus is one of integrating these skills into the workplace. If you have any questions please contact Cathi Barker (cathi@xtra.co.nz)

Who Should Attend:

Participants of this course must be completely conversant with the material covered in the Excel Stage One The Essentials Course Outline.

Course Outline/Table of Contents:

CHAPTER 1. ABSOLUTE AND RELATIVE CELL REFERENCES IN FORMULAS

<input type="checkbox"/> ENTER A FORMULA THAT USES RELATIVE REFERENCES	<input type="checkbox"/> REVISE THE FORMULA AND INCLUDE AN ABSOLUTE CELL REFERENCE
<input type="checkbox"/> VIEWING FORMULAS	<input type="checkbox"/> ENTER AN ABSOLUTE REFERENCE IN A FORMULA

CHAPTER 2. CLEAR CELL CONTENTS

<input type="checkbox"/> INSERTING AND DELETING SELECTED CELLS	<input type="checkbox"/> TO INSERT CELLS
<input type="checkbox"/> TO DELETE CELLS	

CHAPTER 3. STATISTICAL FUNCTIONS

<input type="checkbox"/> AUTOSUM FUNCTION	<input type="checkbox"/> INSERT OTHER FUNCTIONS WITH THE AUTOSUM BUTTON DROP-DOWN
<input type="checkbox"/> AVERAGE FUNCTION	<input type="checkbox"/> COUNT FUNCTION
<input type="checkbox"/> COUNTA FUNCTION	<input type="checkbox"/> MAX FUNCTION
<input type="checkbox"/> MIN FUNCTION	<input type="checkbox"/> MODE FUNCTION
<input type="checkbox"/> FREQUENCY FUNCTION	

CHAPTER 4. LOGICAL FUNCTIONS

<input type="checkbox"/> IF FUNCTION	<input type="checkbox"/> A NESTED IF FUNCTION
<input type="checkbox"/> THE OR FUNCTION	<input type="checkbox"/> THE AND FUNCTION
<input type="checkbox"/> NOT FUNCTION	<input type="checkbox"/> IS FUNCTIONS

CHAPTER 5. MATH & TRIG FUNCTIONS

<input type="checkbox"/> THE SUMIF FUNCTION	<input type="checkbox"/> THE SUMIFS FUNCTION
<input type="checkbox"/> THE AVERAGEIF FUNCTION	<input type="checkbox"/> THE AVERAGEIFS FUNCTION
<input type="checkbox"/> THE COUNTIF FUNCTION	<input type="checkbox"/> THE COUNTIFS FUNCTION

CHAPTER 6. LOOKUP FUNCTIONS

<input type="checkbox"/> THE VLOOKUP FUNCTION	
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CHAPTER 7. TEXT FUNCTIONS

<input type="checkbox"/> THE AMPERSAND	<input type="checkbox"/> PASTE SPECIAL
<input type="checkbox"/> UPPER FUNCTION	<input type="checkbox"/> LOWER FUNCTION
<input type="checkbox"/> PROPER FUNCTION	<input type="checkbox"/> TEXT TO COLUMNS

CHAPTER 8. DATE, TIME AND CELL FUNCTIONS

CHAPTER 9. AUDITING AND TRACKING CHANGES

<input type="checkbox"/> TRACE PRECEDENTS	<input type="checkbox"/> TRACE DEPENDENTS
<input type="checkbox"/> COMMENTS	<input type="checkbox"/> VIEWING COMMENTS
<input type="checkbox"/> PRINTING COMMENTS	<input type="checkbox"/> EDITING COMMENTS
<input type="checkbox"/> DELETING COMMENTS	<input type="checkbox"/> TRACK CHANGES
<input type="checkbox"/> SETTING UP REVIEWERS	<input type="checkbox"/> TRACKING CHANGES

<input type="checkbox"/> THE REVIEW RIBBON	<input type="checkbox"/> REVIEW CHANGES
<input type="checkbox"/> STOP TRACKING CHANGES	<input type="checkbox"/> TRACE FORMULA ERROR
<input type="checkbox"/> MANIPULATING FORMULA OPTIONS	

CHAPTER 10. PROTECTING AND SHARING A WORKBOOK

<input type="checkbox"/> PROTECTING CELLS AND THE WORKSHEET	<input type="checkbox"/> PROTECTING THE WORKSHEET
<input type="checkbox"/> PROTECTING THE WORKBOOK	<input type="checkbox"/> PROTECTING THE FILE
<input type="checkbox"/> UNPROTECTING THE FILE	<input type="checkbox"/> UNPROTECT THE WORKBOOK
<input type="checkbox"/> UNPROTECT THE SHEET	<input type="checkbox"/> SHARING THE WORKBOOK

CHAPTER 11. LINKING TO CELLS

CHAPTER 12. CONDITIONAL FORMATTING

<input type="checkbox"/> HIGHLIGHT RULES	<input type="checkbox"/> ICONS SETS
<input type="checkbox"/> DATA BARS	<input type="checkbox"/> COLOR SCALES
<input type="checkbox"/> TO MANAGE RULES	<input type="checkbox"/> FILTERING OR SORTING BY CONDITIONAL FORMATTING

CHAPTER 13. MOVING AND COPYING WORKSHEETS

CHAPTER 14. DRAWING TOOLS

<input type="checkbox"/> STEPS TO DRAW A SHAPE	<input type="checkbox"/> STEPS TO MOVE A SHAPE
<input type="checkbox"/> STEPS TO DUPLICATE A SHAPE	<input type="checkbox"/> STEPS TO SIZE A SHAPE
<input type="checkbox"/> STEPS TO ROTATE A SHAPE	<input type="checkbox"/> STEPS TO GIVE ORDER TO SHAPES
<input type="checkbox"/> STEPS TO SELECT A SHAPE FILL AND/OR LINE COLOUR	<input type="checkbox"/> STEPS TO SELECT A FILL, SHAPE THEME AND/OR LINE COLOUR
<input type="checkbox"/> STEPS TO SELECT A SHAPE EFFECT	<input type="checkbox"/> STEPS TO MODIFY LINE STYLE, DASH STYLE AND ARROW STYLE
<input type="checkbox"/> STEPS TO ADD TEXT	<input type="checkbox"/> INSERT GRAPHICS FROM FILE
<input type="checkbox"/> THE PICTURE TOOLS TAB	<input type="checkbox"/> RESIZE GRAPHICS VISUALLY
<input type="checkbox"/> RESIZE GRAPHICS SPECIFICALLY	<input type="checkbox"/> MOVING GRAPHICS
<input type="checkbox"/> RECOLOUR IMAGE	<input type="checkbox"/> CONTRAST
<input type="checkbox"/> RESET PICTURE	<input type="checkbox"/> COMPRESS PICTURE
<input type="checkbox"/> CROP A GRAPHIC	<input type="checkbox"/> INSERT CLIP ART
<input type="checkbox"/> CREATING SMARTART	<input type="checkbox"/> MODIFY SMARTART
<input type="checkbox"/> ADDING SHAPES	<input type="checkbox"/> CHANGING THE LAYOUT
<input type="checkbox"/> SMARTART STYLES	<input type="checkbox"/> SMARTART COLOURS
<input type="checkbox"/> CUSTOMISE SPECIFIC SMARTART COMPONENTS	<input type="checkbox"/> INSERT A SCREENSHOT OR SCREEN CLIPPING

CHAPTER 15. CHARTS

<input type="checkbox"/> HOW THE CHART IS PLOTTED AND PARTS OF A CHART	<input type="checkbox"/> CHARTING CELLS NOT NEXT TO EACH OTHER
<input type="checkbox"/> ADDING ADDITIONAL DATA TO A CHART	<input type="checkbox"/> EDIT LEGEND ENTRIES
<input type="checkbox"/> CHANGING THE SERIES ORDER	<input type="checkbox"/> DELETING A SERIES FROM A CHART
<input type="checkbox"/> CHANGING THE CHART TYPE	<input type="checkbox"/> CHANGING CHART TYPE OF INDIVIDUAL SERIES
<input type="checkbox"/> CREATING A SECONDARY AXIS	<input type="checkbox"/> ADD A CHART TITLE
<input type="checkbox"/> ADD AXIS TITLES	<input type="checkbox"/> GRIDLINES
<input type="checkbox"/> LEGEND	<input type="checkbox"/> DATA LABELS
<input type="checkbox"/> DATA TABLE	<input type="checkbox"/> CHANGING THE CHART LOCATION
<input type="checkbox"/> PREVIEWING AND PRINTING CHARTS	<input type="checkbox"/> CHART LAYOUTS
<input type="checkbox"/> CHART STYLES	<input type="checkbox"/> PLOT BY ROW OR COLUMN
<input type="checkbox"/> SPARKLINES (EXCEL 2010 ONLY)	<input type="checkbox"/> TRENDLINES
<input type="checkbox"/> ADD A TRENDLINE	<input type="checkbox"/> FORMAT A TRENDLINE
<input type="checkbox"/> CHANGE THE FORMAT OF A TRENDLINE	<input type="checkbox"/> SPECIFY THE NUMBER OF PERIODS TO INCLUDE IN A FORECAST

<input type="checkbox"/> SPECIFY THE POINT WHERE THE TRENDLINE CROSSES THE VERTICAL (VALUE) AXIS	<input type="checkbox"/> DISPLAY THE TRENDLINE EQUATION ON THE CHART
<input type="checkbox"/> DISPLAY THE R-SQUARED VALUE FOR A TRENDLINE	<input type="checkbox"/> REMOVE A TRENDLINE

CHAPTER 16. HIDE AND UNHIDE ROWS AND COLUMNS

<input type="checkbox"/> HIDE ROWS	<input type="checkbox"/> UNHIDE ROWS
<input type="checkbox"/> HIDE COLUMNS	<input type="checkbox"/> UNHIDE COLUMNS

CHAPTER 17. PAGE BREAKS, PAGE LAYOUT AND PRINT AREAS

<input type="checkbox"/> INSERTING A HORIZONTAL PAGE BREAK OR VERTICAL PAGE BREAK	<input type="checkbox"/> PAGE BREAK PREVIEW AND MOVING PAGE BREAKS
<input type="checkbox"/> REMOVING A HORIZONTAL PAGE BREAK	<input type="checkbox"/> REMOVING A VERTICAL PAGE BREAK
<input type="checkbox"/> REMOVING ALL PAGE BREAKS	<input type="checkbox"/> PAGE LAYOUT
<input type="checkbox"/> SETTING PRINT AREAS	<input type="checkbox"/> CLEARING PRINT AREAS
<input type="checkbox"/> PRINT ROW AND COLUMN HEADING ON EVERY PAGE – PRINT TITLES	

CHAPTER 18. SENDING A WORKBOOK VIA E-MAIL

<input type="checkbox"/> SENDING DOCUMENT VIA SKYDRIVE	<input type="checkbox"/> SENDING DOCUMENT VIA E-INTERNET FAX
<input type="checkbox"/> CREATING A PDF DOCUMENT	<input type="checkbox"/> CHANGING FILE TYPES

CHAPTER 19. CREATING HYPERLINKS

CHAPTER 20. EXCEL KEYBOARD SHORTCUTS