Microsoft Excel

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	Introduction	Intermediate	Advanced
This level is for you if:	• You have never/rarely used Excel • You are self-taught and think you might be doing things the long way • You don't really 'get' formulae! There are lots of tips and tricks at this level to make your job easier and more productive and save you time. We will build your confidence and demystify the beast!	• You have already got to grips with the basics • You can do some formulae • Sometimes your formulae go wrong – you've deleted something (or someone else has) and now it's broken • You want to build on what you know and make Excel work harder for you There are lots of tips and tricks at this level to make your job easier and more productive and save you time.	• You already use Excel quite a lot • You would like to explore many of the advanced features There are lots more tips and tricks at this advanced level to make your job easier and more productive and save you time.
		These levels are especially good if you have just upgraded to using Excel 2010/2013/2016/2019/Office365	
Contents	Creating a new spreadsheet Finding things on the ribbon Moving around the workbook Entering data Keyboard shortcuts Formatting cells Widen columns Inserting/deleting rows/columns Hide/unhide rows/columns Freezing headings Basic formulae and functions Using brackets in formulae Printing and saving spreadsheets Printing gridlines Adding comments Creating charts	Using more advanced formulae to save time including average, count, countif, sumif, if statements, lookups Absolute/relative cell referencing (fixing cells in formulae) Using dates/times functions Password protection View multiple worksheets and link data from sheets Pivot tables and charts to analyse large amounts of data Sorting Filtering	Data validation to restrict entry and create drop down lists Subtotalling data Advanced filtering And/not/or functions Macros – to automate tasks Nested if statements Conditional formatting Auditing tools Tidying up data (including correcting data entry errors eg incorrect case used)

Questions? Email us at bookings@paramount-training.com