

MASTERING MICROSOFT EXCEL 2010 / 2013



Introduction

If you work in an office, chances are you use Microsoft Excel frequently. In fact, you may spend a whole day working on one workbook with its various spreadsheets. Discover how Excel can help you to increase your productivity by mastering the tips and tricks to reduce the amount of time you take to complete a task.

Course Objectives

- Building knowledge and developing your skill with the aim of finishing with a spreadsheet set up just how you want it.
- Saving time and simplify work, thus boosting your staff work productivity.
- Helping you and your organization making better, smarter decisions.
- Learning the tips and short cuts.

Venue

In-House Training

Learning Methodology

- Instructor-led Training
- Group Discussion
- Hands-On
- Exercises



Microsoft Excel 2010 / 2013 – Foundation

Who Should Attend

Individuals who are new to Microsoft Excel or have limited spreadsheet experience

Pre-requisite before Attending the Class

Individuals should have an understanding of any of the following operating systems: Windows 98/NT/2000/ME/XP/VISTA

Duration

1 day (9:00am to 5:00pm)

Course Outline

1: Using Excel 2010 / 2013

- The Excel Cell Referencing System
- Summing a Column of Numbers
- Enter Dates
- Worksheets and Workbooks
- Saving a Workbook
- Creating a New Workbook
- Opening a Workbook
- Switching between Workbook
- Help

2: Selection Techniques

- Selecting a Cell, Cell Range, Row & Column

3: Manipulating Rows and Columns

- Inserting Rows & Columns
- Deleting Cells, Rows, and Columns
- Column Width
- Row Height

4: Manipulating Cells and Cell Content

- Copying a Cell or Range Contents
- Deleting Cell Contents
- Moving the Contents of a Cell or Range
- Editing Cell Content
- Undo and Redo
- AutoFill
- Sorting

5: Worksheets

- Renaming a Worksheet
- Inserting a New Worksheet
- Deleting a Worksheet
- Moving and Copying Data between Worksheets

6: Font Formatting

- Font Type
- Font Size
- Bold, Italic, Underline
- Cell Border Formatting
- Background Colour
- Font Colour

7: Alignment Formatting

- Aligning Cell Contents
- Centring a Title Over a Cell Range
- Cell Orientation
- Text Wrapping
- Format Painter

8: Number Formatting

- Decimal Point Display
- Comma Style Formatting
- Currency Symbol
- Percentages

9: Freezing Row and Column Titles

- Freezing Row and Column Titles

10: Working with Formulas

- Creating Formulas
- Copying Formulas
- Operators
- Using Operators in Formulas
- Formula Error Messages
- Relative Cell Referencing
- Absolute Cell Referencing

11: Working with Functions

- SUM Function
- AVERAGE Function
- MAX Function
- MIN Function
- COUNT Function
- The COUNTA Function
- The COUNTBLANK Function
- Using the IF Function

12: Working with Charts

- Inserting Different Chart Types
- Resizing and Deleting a Chart
- Chart Title or Labels
- Chart Styles
- Column, Bar, Line or Pie Slice Colours
- Moving Charts

13: Customizing Excel

- Modifying Excel Options
- Minimising the Ribbon
- Autocorrect Options

Microsoft Excel 2010 / 2013 – Intermediate

Who Should Attend

Individuals who are interested to learn more on financial topics available such as Financial Functions.

Pre-requisite before Attending the Class

Individuals should have an understanding of any of the following operating systems: Windows 98/NT/2000/ME/XP/VISTA

Duration

2 days (9:00am to 5:00pm)

Course Outline

1: Setup & Printing Issues

- Printing

2: Working with Cell Basics

- The Cell
- Cell Content

3: Worksheet Basics

- Freezing Worksheet Panes

4: Working with Templates

- Using Templates

5: Working with Simple Formulas

- Creating Simple Formulas
- Creating Formulas with Cell References

6: Working with Basic Functions

- Basic Functions
- Function Library
- Insert Function Command

7: Creating Complex Formulas

- Complex Formulas
- Working with Cell References
- Relative References
- Absolute References

8: Conditional Formatting

- Conditional Formatting
- Conditional Formatting Presets

9: Working with Excel Functions

- Mathematical Functions
- Date Functions
- Statistical Functions
- Text Functions
- Logical Functions
- Lookup Functions
- Financial Functions
- Database Functions

Microsoft Excel 2010 / 2013 – Advanced

Who Should Attend

Individuals who are interested to learn more on auditing, charts, Macros, Analysis Tools, and working on data. Managers and Executives from Finance and IT Departments are encouraged to attend.

Pre-requisite before Attending the Class

Individuals should have an understanding of any of the following operating systems: Windows 98/NT/2000/ME/XP/VISTA/Win7/Win8

Duration

2 days (9:00am to 5:00pm)

Course Outline

1: PivotTables

- Creating a PivotTable
- Filtering and Sorting Data
- Grouping Data

2: Input Tables

- One-Input Data Tables
- Two-Input Data Tables

3: Working With Charts

- Creating Charts
- Chart Types
- Formatting Charts
- Changing the Chart Layout

4: Hyperlinks

- Inserting a Hyperlink
- Editing a Hyperlink
- Removing a Hyperlink

5: Linking & Embedding

- Linking Data within a Worksheet
- Linking Cells between Worksheets within a Workbook
- Linking Data between Workbooks
- Linking Data from Excel to a Word Document
- Linking an Excel Chart to a Word Document

6: Importing Text Files

- Importing a Delimited Text File

7: Sorting and Filtering Data

- Sorting Data
- Custom Sorting Options
- Subtotals
- Filtering a List
- Custom Criteria And - Or
- Advanced Filtering
- Calculated Criteria Using Functions

8: Tracking and Reviewing Changes

- Enabling or Disabling "Tracking Changes"
- Sharing, Comparing and Merging Worksheets

9: Scenarios

- Creating a Scenario
- Creating a Scenario Summary Report

10: Validating

- Decimal Number
- Whole Number
- Date
- Text Length
- List
- Formula
- Data Validation Messages

11: Auditing

- Dependants and Precedents
- Identifying Cells with Missing Dependants
- Showing All Formulas in a Worksheet
- Comments

12: Working with Macro

- Using Macros
- Assigning a Short cut Key

13: Password and Security Issues

- Password Protection
- Protect Worksheet Data
- Hiding Formula
- Un-hiding Formula

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Custom Courses

- We can work with you to deliver a tailored made course for your staff, not only in Microsoft Excel, but also PowerPoint, Word and other Microsoft Office software

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- We can work with you to design standard business documents in Microsoft Excel, Word, and PowerPoint, making it quick and easy to produce professional, branded, stunning business documents

Automated Reporting

- Unsure if Microsoft Excel gives you the information you need to run your business? We can design, develop and generate monthly reports in easily accessible formats such as PDF, giving you the information at your fingertips to run your business – no more days wasted in incomprehensible data reports

What You Can Expect From Our Course

Qualified Trainer: Our trainer is a Microsoft Office 2010 Master Specialist and well-sought after Microsoft Certified Trainer with more than 15 years of experience. He has conducted hundreds of Microsoft Office application classes with leading companies in the region, and gets excellent ratings for all his classes.

Small Class Sizes: We limit the number of participants to 15 pax per session. This means that participants will become more productive immediately after the training session.

Solutions: Real answers and solutions to your issues, not off the shelf training.

Ask Our Expert: Participants will be given an email for assistance on future enquiries.

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