Excel Fundamentals Course – 1 Day

Formula Basics

- Order of operations (BODMAS)
- Evaluate Formula and other formula auditing tools
- Basic functions - SUM, AVERAGE, MAX, MIN, COUNT, COUNTA, COUNTBLANK
- Formula error warnings (green triangle)
- Relative, absolute and mixed cell references
- Perform calculations using a dynamic range
- Basic calculations within an Excel table
- Perform basic calculations across worksheets and workbooks
- Named range - create, edit and delete
- Use a named range within a formula

Working with Dates and Times

- Understand dates and times as numbers
- Enter dates and times in the correct format - (dates entered as text problem)
- Understand the region settings on your PC and how they affect date and time input
- Basic date and time calculations
- The TODAY() and NOW() functions

Sorting Basics

- How to correctly set up a database
- Avoid problems with sorting - splitting records, sorting headings, blank rows and columns preventing proper sorting
- Sort on different data types - text, numeric and date
- Sort by colour
- Sort on multiple columns
- Sort by custom order
- Sort by user generated custom order
- Case sensitive sort
- Horizontal sort

Filtering Basics

- Filter on different data types - text, numeric and date
- Using wildcards for text field filter
- Top, Bottom and Average filters on numeric fields
- Copy filtered results
- Save filters in Custom Views
- Filter using Excel Tables

Chart Creation Basics

- Set up your data for a chart
- Choose the best chart type for your data
- Understand categories and series
- Add/remove chart elements
- Format axis and gridlines
- Link chart/axis titles to cell content
- Create column and bar charts with one series
- Create column and bar charts with multiple series
- Create Line and Area charts
- Create Pie and Doughnut charts
- Create a Scatter charts with a trend line
- Introduction to Sparklines