COURSE OUTLINE

Programme: Executive Development Courses

Course Title: Basic and Intermediate Microsoft Excel

Contact Hours: Six (6)

The aim of this course is to enhance and improve the basic knowledge and use of personal productivity software, generally available in software office suites, which include spreadsheet and word processing software. Participants should be able to use the knowledge from this module to enhance their documents.

CONTENT:
Basic and Intermediate Skills/Knowledge Areas to be covered

Microsoft Excel – Basic

1. Setting up a workbook
   • Creating Workbooks
     o Excel Environment
     o Customizing Quick Access Toolbar
     o Creating a New Workbook
     o Insert a new worksheet
     o Renaming a new worksheet
     o Changing the tab colour of worksheet
     o Rearranging the order of worksheets
     o Move or Copy worksheet
     o Hide/Unhide Worksheet
     o Switch Windows
   • Modifying Workbooks and Worksheets
     o Changing column widths and row heights
     o Insert Columns/Rows
     o Delete Columns/Rows
     o Hide/Unhide columns or rows
     o Insert Cells
     o Moving Data by dragging
2. Working with Data and Excel Tables
   - Entering Data
   - Copy, Cut and Paste
   - Pick from drop down list
   - Find and Replace data
   - Spell Check
   - Thesaurus
   - Defining an Excel Table
     - Format as table
     - Table design
   - Basic Formulas
     - How to create a basic formula
     - Operators
     - Copy Formula down
     - Absolute cell reference
   - Basic Functions
     - What is the difference between formulas and functions
     - Insert a function
     - AutoSum, sum, min, max and average
     - Functions without arguments

3. Changing Workbook Appearance
   - Format Cells
     - Changing Font, Font size and Font Colour
     - Borders
     - Bold, Italic and Underline
     - Fill Colour
   - Themes
   - Format Numbers as percentage, currency and general
   - Insert a Picture
   - Picture Styles, remove background, picture effects
   - Insert Background

4. Printing
   - Inserting Headers and Footers
   - Page break preview
   - Print entire workbook
   - Print Selection
   - Print gridlines
   - Print formulas
   - Set Print Area
Microsoft Excel – Intermediate

1. More Formulas and Functions
   - Naming groups of Data using Named Ranges
   - using conditional function
   - Using SUMPRODUCT
   - Lookup Functions

2. Working with Charts
   - Types of Charts
   - Creating a chart
   - Adding chart elements
   - Changing Chart Type
   - Using Chart styles
   - Moving charts

3. Summarizing Data
   - Focusing on specific data by using filters
     - Inserting Filters
     - Sort A to Z using Filters
     - Number Filters
     - Clear Filters
     - Advanced Filtering (Criteria Range)
   - Insert PivotTables
   - Insert PivotCharts

4. Changing workbook appearance
   - Defining Styles
   - Making Numbers easier to read
   - Changing Cell Orientation and Merging Cells
   - Change appearance of data based on its value

5. Reordering data
   - Basic sorting
   - Multilevel sorting

6. Reviewing Data
   - Comments in cells and workbooks
     - Viewing Comments in a worksheet
     - Adding and Removing comments
     - Adding comments to a workbook
   - Removing duplicates
   - Protection
     - Password protect a worksheet and workbook
Unlock cells and protecting part of a worksheet

- Track Changes

7. Templates
- Using Excel’s Built-in Templates
- Using workbooks as templates for other workbooks

**METHOD:**
The course material will be delivered through seminar presentations, case studies, and hands-on practice exercises to achieve the objectives.

*Participants are expected to have the use of a computer/laptop during this module.*