



MICROSOFT EXCEL

Microsoft Excel is the most popular data analysis application software. Used in offices all around the world, this software helps create spreadsheets, creating and managing lists, such as inventory, and to perform number crunching. This software makes it easier to type, edit and save documents as well as performing calculations, whether simple or complex, with Excel functions and formulas.

Business & Technical Training College will teach you to understand the many features and tools of this software. We provide 3 levels of training for the broadest range of students.

LEVEL I: Essentials

Learn to create basic spreadsheet functions and understand what are cells and columns, and how to adjust row height and columns width. You will also learn the basic formulas and calculations.

COURSE OUTLINE:

- Creating an Excel Workbook
- Becoming Familiar with the Excel Screen
- Selecting a Range Of Cells in Workbook
- Entering Data into Worksheet
- Using a Simple Formula and Simple Functions
- Using AutoCalculate Function
- Managing Worksheet Information
- Adjusting Column Width/Row Height
- Formatting Cells Using Ribbons and the Format Cells Dialog Box

LEVEL II: Intermediate

Learn how to produce professional-looking charts and diagrams, from your data, for reports and presentations. Also learn to create problem-solving formulas with advanced logic that will save your time.

COURSE OUTLINE:

- Working with Illustrations
- Creating, Modifying and Formatting a Chart



- Setting up a Page, Previewing and Printing
- Using Data Validation and Tracing Invalid Data
- Creating a New Workbook Base on a Template
- Protecting Worksheet Styles, Contents and Elements
- Protecting Your Workbook from Unauthorized Users Access
- Auditing Worksheets and Tracing Cell References
- Customizing the Appearance of Data with Advanced Formatting
- Using Conditional Formatting
- Maintaining Format Consistency with Styles and Themes
- Using Data Outlining
- Managing Data in Multiple Worksheets
- Using A 3-D Formula Across Worksheets
- Using Range Names
- Combining Worksheets and Data from Different Workbooks
- Linking Information from Different Worksheets and Workbooks
- Using Financial and Logical Functions

LEVEL III: Advanced*

This advanced course is designed for students who use more completed features of MS Excel.

COURSE OUTLINE:

- Creating Tables
- Using the AutoFilter
- Using the Advanced Filter
- Using Simple Database Functions
- Using the VLOOKUP Function
- Creating and Updating a PivotTable
- Working With Calculated Fields In A PivotTable
- Creating a Chart from A PivotTable
- Exploring What-If Tables
- Using Scenarios
- Implementing Problem Solving
- Using Comments
- Sharing Workbooks
- Understanding and Editing a Macro
- Using A Relative Reference Macro
- Importing / Exporting Data



- Retrieving Data from a Database

***Microsoft Office Excel – Level III can be customized to yours or to your company needs.**