

## MICROSOFT EXCEL – Online

### Intro-Intermediate - 5 Modules X 1.5hours

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**When:** Tuesdays and Thursdays from 9.30am until 11.00am

**How:** Webinars will be done using GoToWebinar.

**Aimed at:** Those who wish to start as Beginners and progress to Intermediate.

**Trainer:** E-Bridge Training Limited.

#### Programme:

- The aim of the course is to cover all of the essential topics required to use Excel effectively on a day-to-day basis including: data entry, formatting, changing page settings & writing formulas. There is a focus on shortcuts and quicker ways of performing everyday tasks and concentrate on common problem areas.
- These online webinars have been designed to replace classroom-based training whilst people are required to work from home.
- Participants have the option of either attending the live webinars at the scheduled date/time or alternatively can view a recording of the webinar at a time that suits them.
- Recordings will be available for 6 months after completion and a link to the recording will be sent to all participants following the live webinar along with all relevant course files – exercises, user reference guides etc.
- A trainer will be on hand via email to answer any queries or questions that might arise following the training.
- This first group of webinars covers all Excel essentials through to Intermediate content and will also focus on timesaving tips and tricks for the day-to-day use of MS Excel.
- The course is CPD accredited.

## OVERVIEW OF EACH WEBINAR:

### EXCEL WEBINAR 1 – ESSENTIAL SKILLS

- ✓ The MS Excel Window / Customising the 'Quick Access Toolbar'
- ✓ Using Shortcut Keys - Navigating / Selecting / Data Entry / Editing
- ✓ Working with Rows and Columns - Inserting / Deleting / Resizing columns / Hiding and Unhiding
- ✓ Moving and Copying content - Filling / Cut -Copy-Paste / Drag and Drop / The Clipboard Task Pane
- ✓ Filling continued / Custom Lists
- ✓ Formatting – Font / Alignment / Number / Format Painter / Orientation / Wrap Text
- ✓ Preview / Page Setup / Print Options
- ✓ Formatting as a table
- ✓ Conditional Formatting

### EXCEL 2: WORKING WITH FORMULAS AND FUNCTIONS

- ✓ Writing and understanding basic formulas
- ✓ Writing and understanding basic functions SUM / MIN / MAX / AVERAGE / COUNT / COUNTA / COUNTBLANK
- ✓ Copying Formulas - Relative vs. Absolute cell addressing
- ✓ Conditional formatting revisited (using formulas)

### EXCEL 3: WORKING WITH LISTS / MANIPULATING TEXT

- ✓ Freezing Panes / Print Titles
- ✓ Sorting and Filtering a list
- ✓ The Filter Function – Excel 2019 / 365 only
- ✓ Creating and Working with Excel Tables
  - Changing Formatting
  - Changing display options – Total row etc.
  - Working with Functions
  - Using Slicers in Tables
  - Creating calculated fields

- ✓ Manipulating Text
  - Case of text – UPPER / PROPER / LOWER
  - Text to columns
  - Joining Text (Using '&' and TEXTJOIN)
  - Flash Fill
  - Remove Duplicates

### EXCEL 4: CREATING AND WORKING WITH CHARTS

- ✓ Creating and editing various chart types
  - Column / Bar / Line / Pie
- ✓ Moving / Resizing the chart
- ✓ Adding / Editing chart elements
  - Chart title / Legend / Chart Style / Data Table / Data Labels
  - Switch Row / Column
  - Manually Formatting a chart
  - Change overlap and Gap width
- ✓ Creating a combined chart
- ✓ Displaying data on a secondary axis
- ✓ Adding an additional range to a chart once created
- ✓ Creating and working with Sparklines

### EXCEL 5: MULTIPLE WORKSHEETS / DATA CONSOLIDATION

- ✓ Inserting new worksheets / Renaming
- ✓ Navigating between sheets – Mouse / Keyboard / Navigation List
- ✓ Moving / Copying sheets
- ✓ Using 'Group Edit'
- ✓ Linking sheets using Formulae
- ✓ Breaking Links
- ✓ Other sheet options – Tab colour / Hiding and Unhiding sheets.
- ✓ Data Consolidation – Position / Category (Label)

**To book your place, or for more information, contact Sinead Gallagher, FDI Skillnet Project Assistant on (01) 6051620 or [Sinead.Gallagher@ibec.ie](mailto:Sinead.Gallagher@ibec.ie)**