Excel Module: Excel Essentials

If you're using Excel and struggling with formatting, filtering, sorting, and formulas - especially those $'s in some of them, then this Excel Essentials module session is for you. If you master the core skills of Excel, the more advanced features become easier – get the basics right. Delivered by Mike Derham, Microsoft User Specialist and ICS-Skills Expert User.

Topics:

Formatting Data

Removing Formatting

Conditional Formatting

Sorting Data

Filtering Data

Formulas:

- Adding, Subtracting, Multiplying, Dividing, Percentages, and Parenthesis in formulas
- SUM, AVERAGE, MAX, MIN, COUNT, COUNTA, SUMIF
- Using $'s in formulas

An introduction to the VLOOKUP formula (Attend our full session on the VLOOKUP for more!)

Should You Attend This Module?

If you feel that you could work better with Excel and struggle with any of the topics above, you should attend this short module. You won't be an expert at the end of it however you should come away being able to work more confidently with the core features of Excel.

Duration

This course can be delivered in 3 hours onsite, or 2 hours online