

Excel Beyond Basic

(Versions 2010, 2013, 2016)

	A	B	C	D
1	=SUM(A1:A5)	=SUM(B1:B5)	→	Relative Reference
2	=SUM(A1:A5)*\$D\$5	=SUM(B1:B5)*\$D\$5	→	Absolute Reference
3	\$A3	BS3	CS3	} Mixed Reference
4	\$A4	BS3	CS3	
5	\$A5	BS3	CS3	
6				
7	Order of Evaluation - BODMAS			
8				
9	=(B2+C2)-(C4(C5*C6))/C7			
10				

Excel Beyond Basic

1 Day

This course teaches the functions and features of Excel beyond the entry level look and feel skills. Students will learn how to enter and edit text, values & formulas. Students will learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers basic formatting techniques and detailed printing options. Finally, students will get a feel of powerful Excel features like IF and LOOKUP Functions, Conditional Formatting, Pivot Tables and Charts.

Prerequisites

Should have worked on Excel (any version) for at least three months.



Excel Beyond Basic

Excel is the most powerful tool to make Business Reports. Lack of knowledge of relevant skills will impact your performance.

You will learn back-bone concepts of Relative Reference and Sheet Linking, in addition to formulas. An Introduction to few "must-know" Advanced features will open your mind to gain more knowledge.

4th June 2015

5th July 2015

Who should attend

Peer-Trained / Self-Trained users of Microsoft Excel

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Course Outline

◆ Data - Numbers and Text in Excel

- Entering Numbers and Text
 - Overflowing Numbers and Text
 - Editing Numbers and Text
 - Selecting Multiple Cells
- Autofill: Numbers, Months, Days of Week, Dates
- Removing Duplicates

◆ Calculations Concept

- Relative and Absolute Reference
 - Use of F4 Key
- Entering Formulas
 - Using The Mouse to Enter Cell References in Formulas
 - Editing Formulas - Using F2 Key
 - The Order of Evaluation: BODMAS
 - Using Parentheses to Change the Order
- Entering Functions
 - The Structure of Functions
 - The =SUM() Function
 - Using the Mouse to Enter Range References
 - Entering Functions in the Formula Bar
 - Inserting Functions
- Applying AutoSum

◆ Formatting Numbers, Text, Reports

- Number Formatting
- Dates Formatting
- Text Formatting
- Row and Column Formatting
- Additional Formatting Options: Styles
- Other Advanced Formatting
 - Merging Cells
 - Wrapping Text
 - Transposing Data
 - Using Paste Special Operations

◆ Multiple Worksheets and Workbooks

- Viewing Large Worksheets
 - Locking Row and Columns Heading in Place
 - Hiding and Unhiding Worksheets
 - Minimizing the Ribbon to see more of the Worksheet
- Using Multiple Worksheets
 - Inserting Worksheets

- Moving and Copying Worksheets
- Deleting Worksheets
- Naming Worksheets
- Coloring Worksheets Tab
- Linking Worksheets
- Linking Workbooks
- Workspace

◆ Printing

- Preparing to Print
 - Using the Spelling Checker
 - Using Page Break Preview
- Page Setup Options
 - Page Orientation
 - Page Size
 - Scaling
 - Margins
 - Custom Headers and Footers
 - Print Titles: Rows or Column to Repeat
- Printing Worksheets

◆ Power of IF and VLOOKUP - a Teaser

- =IF() Function
- =VLOOKUP() Function

◆ Conditional Formatting - the Basics

- Bars
- Highlight Cell Rule
- Top-Bottom Rule
- Finding Duplicate

◆ Intro - Pivot Tables

- Reports with ZERO Errors & ZERO Formulas
- Using Styles to Format Pivot Reports

◆ Intro - Charts

- Creating Charts with One Key Press!
- The FOUR Critical Steps
- Pie and Column Charts

◆ Relevant Shortcuts

◆ Demonstration: The Power of Macros

Sample of what you will learn

IF Formula

Relative Reference

	A	B	C	D	E	F	G	H
1	Order Date	Sales Manager	Product	Quantity	Price	Amount	Delivery Status	Action Required
2	41720	Abdulla	1 Lt	27	1	27	In Transit	=IF(G2="Delivered","NO","YES")
3	41984	Abdulla	1 Lt	7	5	35	Delivered	=IF(G3="Delivered","NO","YES")
4	41752	Richard	1 Lt	60	4	240	In Transit	=IF(G4="Delivered","NO","YES")
5	41976	Sania	1 Lt	87	5	435	Delivered	=IF(G5="Delivered","NO","YES")
6	41817	Bob	1 Lt	2	2	4	In Transit	=IF(G6="Delivered","NO","YES")
7	41928	Jimmy	1 Lt	61	4	244	Out For Delivery	=IF(G7="Delivered","NO","YES")
8	41765	Jimmy	1 Lt	14	2	28	In Transit	=IF(G8="Delivered","NO","YES")
9	41668	Prince	1 Lt	97	2	194	In Transit	=IF(G9="Delivered","NO","YES")
10	41919	Mohammad	1 Lt	56	5	280	Delivered	=IF(G10="Delivered","NO","YES")

VLOOKUP Formula


Absolute Reference

Relative Reference

	A	B	C	D	E	F	G
1	OrderDate	Region	Rep	Item	Units	Price	Total
2	41662	Sharjah	Carter	Al Reem 250 ml	50	=VLOOKUP(D2,Product!\$A\$1:\$C\$10,3,0)	=F2*E2
3	41679	Sharjah	Tom	Al Reem 4 Gallon	36	=VLOOKUP(D3,Product!\$A\$1:\$C\$10,3,0)	=F3*E3
4	41764	Sharjah	Tom	Al Reem 5 gallon	90	=VLOOKUP(D4,Product!\$A\$1:\$C\$10,3,0)	=F4*E4
5	41968	Sharjah	Carter	Al Reem Water Cooler	5	=VLOOKUP(D5,Product!\$A\$1:\$C\$10,3,0)	=F5*E5
6	42087	Sharjah	Tom	Al Reem 2 ltr	50	=VLOOKUP(D6,Product!\$A\$1:\$C\$10,3,0)	=F6*E6
7	42172	Sharjah	Carter	Al Reem Sparkling Water 500 ml	5	=VLOOKUP(D7,Product!\$A\$1:\$C\$10,3,0)	=F7*E7
8	42223	Sharjah	Carter	Al Reem 1 Gallon	42	=VLOOKUP(D8,Product!\$A\$1:\$C\$10,3,0)	=F8*E8
9	42325	Sharjah	Tom	Al Reem 1 ltr	11	=VLOOKUP(D9,Product!\$A\$1:\$C\$10,3,0)	=F9*E9
10	42342	Sharjah	Tom	Al Reem 500 ml	94	=VLOOKUP(D10,Product!\$A\$1:\$C\$10,3,0)	=F10*E10

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Monthly Sales



Years2		2014			
Monthly Sales	Emirates				
Months2	Dubai	Abu Dhabi	Other Emirates	Grand Total	
Jan	103,365	90,820	28,475	222,660	
Feb	117,334	112,020	34,950	264,304	
Mar	252,357	104,675	6,990	364,022	
Apr	181,337	148,990	1,490	331,817	
May	141,142	129,650	46,830	317,622	
Jun	150,345	152,835	16,960	320,140	
Jul	57,455	22,900	0	80,355	
Aug	202,157	153,190	17,546	372,892	
Sep	182,895	109,920	7,983	300,798	
Oct	126,645	101,100	29,260	257,005	
Nov	110,669	101,360	24,260	236,289	
Dec	75,760	34,690	7,580	118,030	
Grand Total:	1,701,481	1,262,150	222,323	3,185,934	

File: Monthly Sales

Print Log: 4/30/2015, 7:13 PM

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File Name

Date of Print

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