

Short Course List

- Data Management including Pivot Tables (3 hours)
- Pivot Tables only (1 hour)
- Charts - from start to finish (2 hours)
- Printing - all you ever need to know (1 hour)
- Formulas & Functions - Introduction (3 hours)
- Formulas & Functions - Advanced (3 hours)
- Worksheet & Workbook Protection (1 hour)
- Formatting - including Conditional Formatting (3 hours)
- An Introduction to Macros (VBA programming) (3 hours)
- Complete Macro Course (21 hours)

Data Management - Including Pivot Tables (3 hours)

Content:

- Filtering (Auto Filter and Advanced Filter)
- Sorting
 - Simple Sorting,
 - Complex Sorting
 - Custom Sorting
- Freezing Panes
- Named Ranges
- Linking & Consolidating Data
- Subtotals
- Data Validation
- An Introduction to Pivot Tables
- Table Styles

An Introduction to Pivot Tables (1 hour)

Content:

- An Introduction to Pivot Tables
- Table Styles

Charts - from start to finish (2 hours)

Content:

- Quick chart
- Chart Types:
 - Column
 - Bar
 - Pie
 - Line
 - Composite
- Trend Lines
- Templates
- Modifying Charts
- Using charts



Printing (1 hour)

Content:

- Print Preview
- Fit to Page
- Paper Sizes
- Page Alignment
- Headers & Footers
- Freezing Titles

Formulas and Functions Intro (3 hours)

Content:

- How to Create Basic Formulas
- Understanding Relative and Absolute Cell References
- Basic Functions
 - SUM
 - COUNT
 - AVERAGE
 - MAX
 - MIN
 - IF

Formulas and Functions Advanced (3 hours)

Content:

- Understanding Relative and Absolute Cell References
- Advanced formulas
- Advanced Functions:
 - VLOOKUP
 - AND/OR
 - DATE Functions
 - COUNTIF/COUNTIFS
 - SUMIF/SUMIFS
 - IFERROR
 - TEXT functions
 - MORE functions as requested

Worksheet & Workbook Protection (1 hour)

Content:

- Worksheet Protection (protecting cells and objects like charts)
- Workbook Protection (protecting the structure of the workbook)
- Restricting Workbook Access (using passwords to modify or open workbooks)

Formatting - including Conditional Formatting (3 hours)

Content:

- Basic Formatting (Fonts, Backgrounds etc.)
- Number & Date Formatting
- Format Painter
- Conditional Formatting
- Table Formatting



An Introduction to Macros (VBA programming) (3 hours)

Content:

- Why Use Macros
- The Macro Recorder
- Running Macros
- Editing Macros
- Variables
- Decisions & Looping
 - IF/THEN/ELSE
 - DO WHILE LOOP
 - FOR/NEXT
- Debugging Techniques
- Tips & Tricks

Advanced Macros Course (VBA programming) (21 hours)

Description:

VBA = Visual Basic for Applications

Run as a series of 6 or 7 x 3 hour workshops this course introduces and allows practice in various Excel functions and their equivalents in VBA as well as code writing which will allow the participant to build their own Excel VBA project.

Topics Covered:

- Recorded Macros
- Recorder workshop
- Understanding VBA
- Using the VBA editor
- Procedures
- Using variables
- User defined functions
- Using Microsoft Excel objects
- Programming techniques
- Creating custom forms
- Programming user forms
- Automatic Start-up

Content:

- Case studies which reinforce each of the topics learned in the workshops
- Using the recorder as a tool
- Relative references recording
- Sorting and using named ranges
- Stepping through code
- Creating Quick Access icons
- Creating buttons
- MsgBox
- InputBox



- Forms
 - Control Toolbox
 - Text Boxes
 - Labels
 - Combo Boxes
 - Events
 - Cancel Button code
 - Loading a form
 - Workbook_Open()
- Filtering
- Using named ranges
- If Then Else
- Variables
 - Calculation Variables
 - Integer
 - String
 - Boolean
 - Object Variables
 - Workbooks
 - Worksheets
 - Ranges
- Immediate Window
- For Statements
 - Counted For
 - Nested Loops
 - For Each
- Do While
- Cell Referencing
 - Cells property
 - Offset
- Formatting
- Hiding Ribbons