

Excel Training Courses

Excel Basic Training – 4 Hours

- A. Cell Navigation and Selection
 - 1) Shortcut Keys
 - a. Ctrl – combinations
 - b. Shift – combinations
 - 2) Function Keys
- B. Custom Lists
 - 1) Entering Data from Custom Lists
 - 2) Creating User-Defined Custom Lists
- C. Data Validation
 - 1) Validation Criteria
 - 2) Choosing Data from Lists
 - 3) Creating Custom Dialog Box Error Messages
- D. Named Ranges
 - 1) Creating Named Ranges
 - 2) Referring to Named Ranges
 - 3) Using Named Ranges in Formulas
- E. Useful Formulas
 - 1) Concatenation
 - 2) IF statements
 - 3) Lookups
 - 4) SUMIF formulas
- F. Conditional Formatting
 - 1) Overview
 - 2) Examples
- G. Hyperlinks for Table of Contents
 - 1) Overview
 - 2) Example

Auto filters

- A. Overview of Lists
- B. Filtering Options
- C. Custom Filter Option
- D. Suggestions

Advanced Filters

- A. Overview of Lists
- B. Using the Advanced Filter Dialog Box
- C. Advanced Criteria Examples
- D. Suggestions

Pivot Tables

- A. Overview of Pivot Tables
- B. Using the Pivot Table Wizard
- C. Setting Up Pivot Tables
- D. Modifying Pivot Tables

Basic Macros

- A. Overview of Macros
- B. Recording Macros
- C. Overview of Visual Basic Window
- D. Modifying Macros