



Course Outline Microsoft Excel Business Reporting

The skills and knowledge acquired in this course are sufficient to be able to use and operate the software effectively, produce clean and accurate reports to share data insights.

At the completion of this course you should be able to:

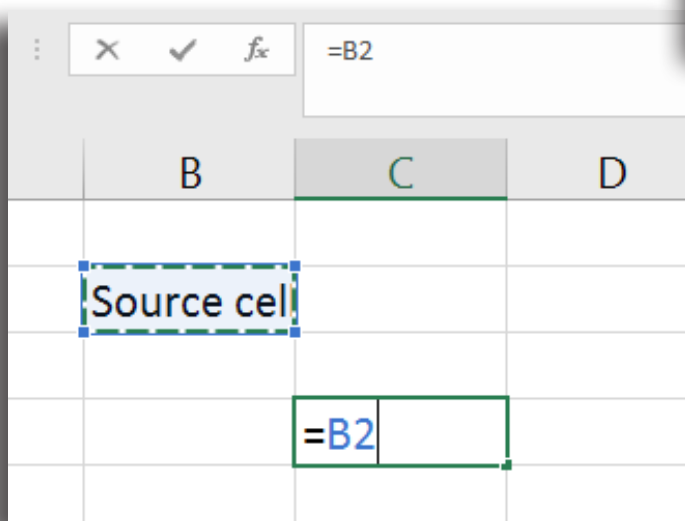
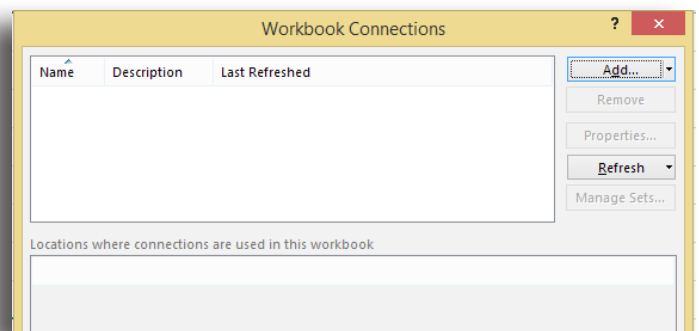
- use data linking to create more efficient workbooks
- use the special pasting options in Excel
- apply conditional formatting to ranges in a worksheet
- apply borders to cells and ranges in a worksheet
- apply a variety of page setup techniques
- work with elements that make up the structure of a worksheet
- use a range of techniques to work with worksheets
- use a range of find and replace techniques
- sort data in a list in a worksheet
- filter data in a table
- create effective charts in Microsoft Excel
- use a range of elements and features to enhance charts
- select and change the format of objects in a chart

The skills and knowledge acquired in this course enable users to expand their knowledge and learn how to create more productive workbooks. It covers data linking, advanced formatting (including Conditional Formatting), charting features and data manipulation tools, to enable them to summarise their data and create reports and dashboards to share insights with others.

Contents

Data Linking

- Understanding Data Linking
- Linking Between Worksheets
- Linking Between Workbooks



Updating Links Between Workbooks



Special Pasting

- Understanding Pasting Options
- Pasting Formulas
- Pasting Values
- Pasting Without Borders
- Pasting as a Link
- Pasting as a Picture
- The Paste Special Dialog Box
- Copying Comments
- Copying Validations
- Copying Column Widths
- Performing Arithmetic With Paste Special
- Copying Formats With Paste Special

Conditional Formatting

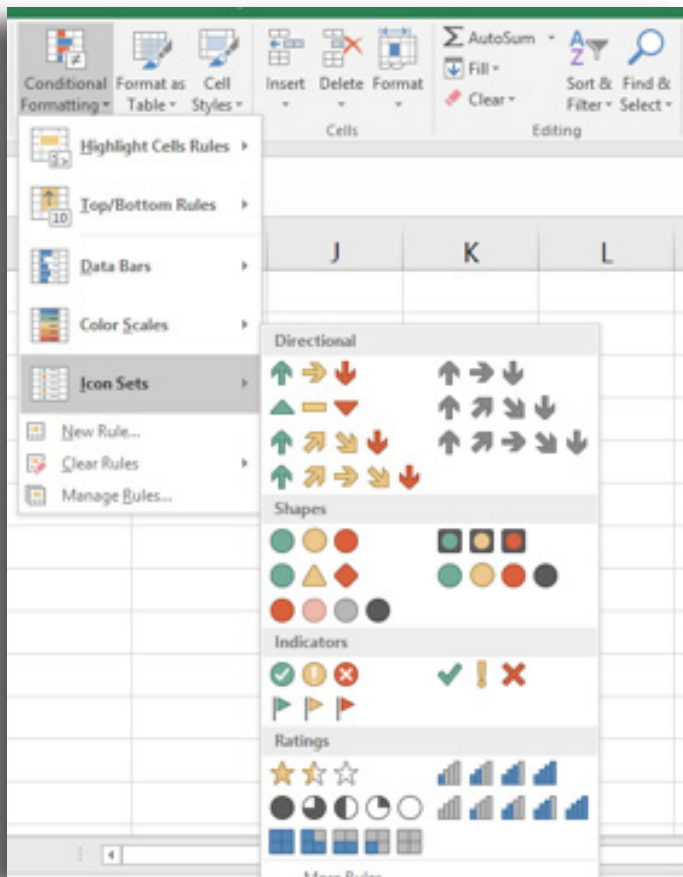
- Understanding Conditional Formatting
- Formatting Cells Containing Values
- Clearing Conditional Formatting
- More Cell Formatting Options
- Top Ten Items
- More Top and Bottom Formatting Options
- Working With Data Bars
- Working With Colour Scales
- Working With Icon Sets
- Understanding Sparklines
- Creating Sparklines
- Editing Sparklines
- Creating Custom Rules
- The Conditional Formatting Rules Manager
- Managing Rules

Applying Borders

- Understanding Borders
- Applying a Border to a Cell
- Applying a Border to a Range
- Applying a Bottom Border
- Applying Top and Bottom Borders
- Removing Borders
- The More Borders Command
- Using the More Borders Command
- Drawing Borders
- Drawing a Border Grid
- Erasing Borders
- Formatting the Drawing Pencil

Page Setup

- Strategies for Printing Worksheets
- Understanding Page Layout
- Using Built in Margins
- Setting Custom Margins
- Changing Margins by Dragging
- Centring on a Page
- Changing Orientation
- Specifying the Paper Size
- Setting the Print Area
- Clearing the Print Area
- Inserting Page Breaks
- Using Page Break Preview
- Removing Page Breaks



The wise choice for all your training needs...



Setting a Background

Clearing the Background

Settings Rows as Repeating Print Titles

Clearing Print Titles

Printing Gridlines

Printing Headings

Scaling to a Percentage

Fit to a Specific Number of Pages

Working With a Worksheet

Understanding Worksheets

Changing the Worksheet View

Worksheet Zooming

Viewing the Formula Bar

Viewing Worksheet Gridlines

Viewing the Ruler

Inserting Cells Into a Worksheet

Deleting Cells From a Worksheet

Inserting Columns Into a Worksheet

Inserting Rows Into a Worksheet

Deleting Rows and Columns

Working With Multiple Worksheets

Worksheet Wisdom

Worksheet Techniques

Inserting and Deleting Worksheets

Copying a Worksheet

Renaming a Worksheet

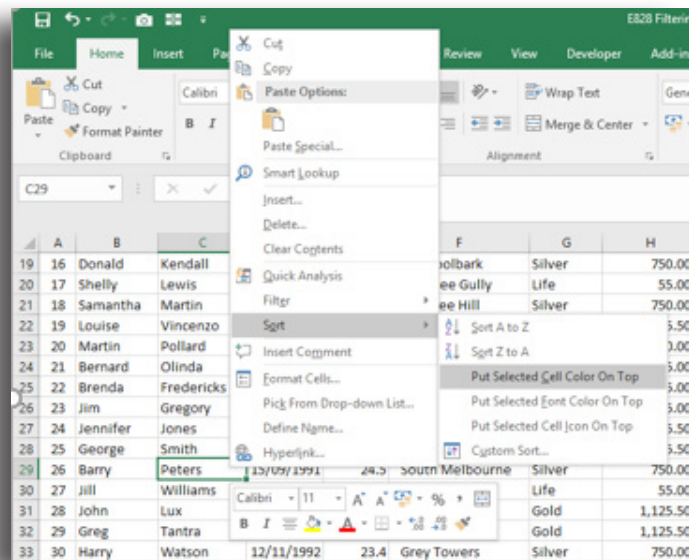
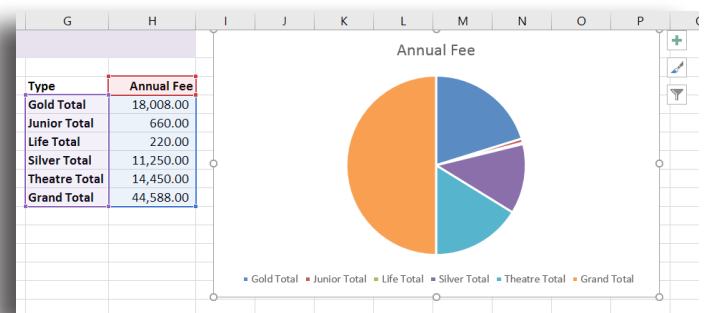
Moving a Worksheet

Hiding a Worksheet

Unhiding a Worksheet

Copying a Sheet to Another Workbook

Changing Worksheet Tab Colours



Grouping Worksheets

Hiding Rows and Columns

Unhiding Rows and Columns

Freezing Rows and Columns

Splitting Windows

Finding and Replacing

Understanding Find and Replace Operations

Finding Text

Finding Cell References in Formulas

Replacing Values

Using Replace to Change Formulas

Replacing Within a Range

Finding Formats

Finding Constants Using Go to Special

Finding Formulas Using Go to Special

Finding the Current Region

Finding the Last Cell

Sorting Data

Understanding Lists

Performing an Alphabetical Sort

Performing a Numerical Sort

Sorting on More Than One Column

Sorting Numbered Lists

Sorting by Rows

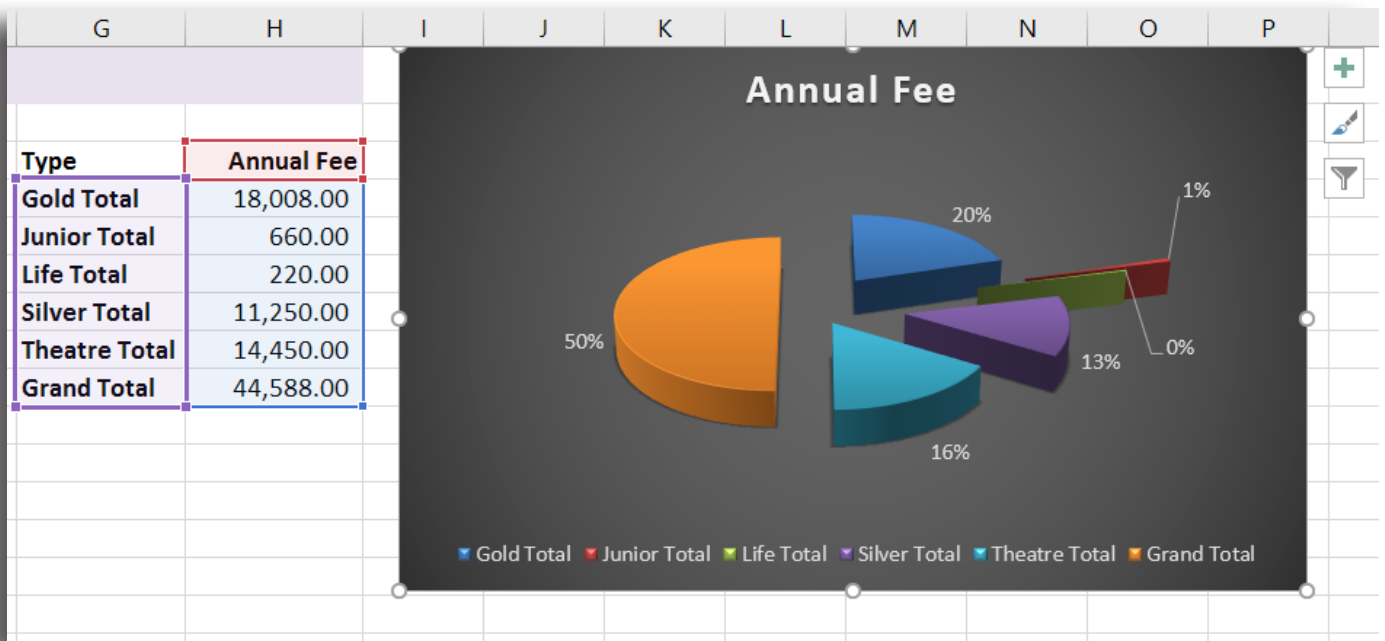


Filtering Data

- Understanding Filtering
- Applying and Using a Filter
- Clearing a Filter
- Creating Compound Filters
- Multiple Value Filters
- Creating Custom Filters
- Using Wildcards

Chart Elements

- Understanding Chart Elements
- Adding a Chart Title
- Adding Axes Titles
- Repositioning the Legend
- Showing Data Labels
- Showing Gridlines
- Formatting the Chart Area
- Adding a Trendline
- Adding Error Bars
- Adding a Data Table



Creating Charts

- Understanding the Charting Process
- Choosing the Right Chart
- Using a Recommended Chart
- Creating a New Chart From Scratch
- Working With an Embedded Chart
- Resizing a Chart
- Repositioning a Chart
- Printing an Embedded Chart
- Creating a Chart Sheet
- Changing the Chart Type
- Changing the Chart Layout
- Changing the Chart Style
- Printing a Chart Sheet
- Embedding a Chart Into a Worksheet
- Deleting a Chart

Chart Object Formatting

- Understanding Chart Formatting
- Selecting Chart Objects
- Using Shape Styles
- Changing Column Colour Schemes
- Changing the Colour of a Series
- Changing Line Chart Colours
- Using Shape Effects
- Colouring the Chart Background
- Understanding the Format Pane
- Using the Format Pane
- Exploding Pie Slices
- Changing Individual Bar Colours
- Formatting Text
- Formatting With WordArt
- Changing WordArt Fill
- Changing WordArt Effects