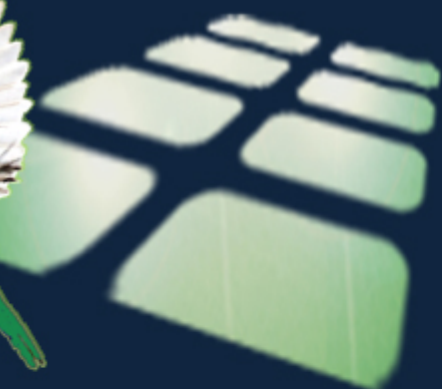


# Microsoft Excel Masterclass

Your learning needs are at  
the heart of what we do.



By FourSquare Training



# Microsoft Excel Masterclass Topics & Outline: Three Day Course

We specialise in delivering flexible training programmes and the actual course content, topics and syllabus taught may vary depending upon your learning requirements.

## Day 1

### Module 1: Introducing Microsoft Excel

1. What are Worksheets?
2. What are Workbooks?
3. What are columns and rows?

### Module 2: Mouse Pointer Functions in Excel

4. The Different Mouse Cursor Symbols
5. Select Cell Cursor
6. Extend and fill Cells Cursor
7. Insertion Point Cursor
8. Drag Selection Cursor
9. Change Row and Column Dimensions Cursor

### Module 3: Selecting Cells in Excel

10. Cut Cells
11. Copy Cells
12. Format Cells

### 13. Move Cells

### Module 4: Navigating the Excel Screen

14. Introduction to Menus, Sheets and Views
15. Add, Insert, Rename and Move Worksheets
16. Scroll Bars, View Buttons and Magnification
17. Menus and Sub-Menus
18. Quick Access Toolbar
19. Customising the Toolbar
20. The Options Button and Global Settings

### Module 5: Entering and Editing Excel Data

21. Text, Values and Dates
22. Formulas, Values and Operators
23. Active Cells
24. Content Spill
25. Adjust Column Width
26. Editing Cells
27. AutoFill

### Module 6: Copying and Pasting Excel Data

28. Menu, Mouse or Keyboard Copy and Paste?
29. Drag Cells to Copy

### Module 7: Save, Close and Open Excel Files

30. Save, Save As
31. Disk Drive, Network Drive, OneDrive
32. File Names and Renaming
33. Opening and Closing a File
34. Adjust Column Width



- 35. Editing Cells
- 36. AutoFill

#### **Module 8: The File Tab**

- 37. Open, Save, Print
- 38. Info, Recent and Options

#### **Module 9: Create a New Excel Workbook**

- 39. Create a New Workbook from Scratch
- 40. Excel Workbook Templates

#### **Module 10: Formulas and Functions**

- 41. What are Formulas and Functions?
- 42. Operators, Cell References and Constants
- 43. Cell Referencing
- 44. Operators and Operator Order
- 45. The SUM function and Values

#### **Module 11: Formatting Excel Worksheets**

- 46. Number Formatting
- 47. Fonts
- 48. Borders
- 49. Fill Colour

#### **Module 12: Printing Excel Worksheets**

- 50. Print Settings
- 51. Print Preview
- 52. Borders
- 53. Print Ranges and Print Selection

- 54. Create a Print Area
- 55. Print Titles

#### **Day 2**

#### **Module 1: Creating Custom Number and Date Formats**

- 1. Applying Conditional Formatting
- 2. Using Paste Special
- 3. Naming Cells and Cell Ranges
- 4. Defining Named Cell Range
- 5. Editing and Deleting Named Ranges
- 6. Using Named Ranges in your Formulas

#### **Module 2: Linking and Consolidating your Data**

- 7. Linking Cells and Formulas between Sheets and Workbooks
- 8. Consolidating Multi-Worksheet Excel Data

#### **Module 3: Working with Formulas and Functions**

- 9. Absolute Cell Referencing
- 10. Statistical Functions (including Max/Min/Average/Count Functions)
- 11. Date and Time Functions
- 12. Introduction to Logical (IF) Functions

#### **Module 4: Introduction to Database Features**

- 13. Setting out a Database List
- 14. Using the Data Form
- 15. Sorting Data
- 16. Filter Data Using AutoFilter





17. Using Find and Replace

### **Module 5: Introduction to Charting and Drawing**

- 18. Creating Charts using the Excel Chart Wizard
- 19. Editing and Formatting Excel Charts
- 20. Printing Excel Charts
- 21. Using the Drawing Toolbar

### **Module 6: Working with IF() and VLOOKUP()**

- 22. Introducing the IF() Function in Excel
- 23. Multiple If's - The Lookup Functions
- 24. Working with multiple Column lookups in VLOOKUP()
- 25. Using the Lookup Wizard
- 26. Finishing the Lookup Wizard
- 27. Rounding up or down for Calculations

### **Module 7: Understanding Cell References**

- 28. Using Absolute Cell Referencing
- 29. Using Mixed Cell References

### **Module 8: Working with Ranges**

- 30. Applying names to Ranges of Cells
- 31. Using Range Labels
- 32. Creating Range Names
- 33. Creating Multiple Names
- 34. Using Range Names
- 35. Movement and Selection
- 36. Defining Names for your Formulas
- 37. Applying Names

38. Deleting Range Names

### **• Module 9: Advanced Spreadsheet Navigation**

- 1. Controlling the Screen
- 2. Clearing Windows
- 3. Working with Multiple Windows
- 4. Freezing Row/Column Titles
- 5. Using the Zooming feature
- 6. Creating Custom Views
- 7. Showing Views
- 8. Deleting Views
- 9. Full Screen View

### **Day 3**

#### **Module 1: Working with What-If**

- 1. What-If Analysis: One-Input Table
- 2. What-If Analysis: Two-Input Table

#### **Module 2: Working with Goal Seek**

- 3. What-If Analysis: Goal Seek Formulas
- 4. What-If Analysis: Goal Seek Functions

#### **Module 3: Pivot Tables**

- 5. Introduction to Field Lists, Report Filters, Row and Column Labels)
- 6. Creating and Designing a PivotTable Report
- 7. Manipulating PivotTables and Pivoting your Data
- 8. Working with Dynamic Ranges
- 9. PivotTable Slicers





#### **Module 4: Pivot Charts**

- 10. Creating a PivotChart from your PivotTable
- 11. Filtering a PivotChart

#### **Module 5: Sparklines**

- 12. What Are Sparklines?
- 13. Create Sparklines

#### **Module 6: The Subtotal Tab**

- 14. Create Subtotals
- 15. Create Multiple Subtotals
- 16. Subtotal Outline Levels

#### **Module 7: Protecting Worksheets**

- 17. Protecting part of a Worksheet
- 18. Unprotecting a Worksheet
- 19. Setting Worksheet Permissions

#### **Module 8: Protecting Workbooks**

- 20. When to Protect a Workbook
- 21. Protecting workbook structure
- 22. Protecting the Window Size

#### **Module 9: Formula Auditing**

- 23. Trace Precedents
- 24. Trace Dependants
- 25. Trace Errors



What our previous learners have to say:

“Good course, good information, good trainer and at a nice tempo.”

*Microsoft Excel advanced course Hinckley*

“Amazing and I have had nothing but positive feedback on the two sessions run.”

*Microsoft Excel advanced course Bury Lancashire*

“Training very clear. Never felt rushed or pressured to complete tasks. Each item explained and demonstrated very well. Easy to follow”

*Microsoft Excel advanced course Coventry*

“Very clear and concise pragmatic approach to the various steps to take for each method and gave us time to practice. Really impressed by this course”

*Microsoft Excel advanced course Walsall, West Midlands*

“Just wanted to drop you an email to say thank you for arranging the Excel training - really good and we have had some great feedback from the employees that took part. Wish we had found you guys sooner!”

*Microsoft Excel intermediate course virtual classroom*

“Very informative course. Amazed at how much about Excel I didn't know. Def recommend to others.”

*Microsoft Excel intermediate course Newcastle*

“Very thorough and it was a pleasure to be taught new skills with her knowledge”

*Microsoft Excel intermediate course virtual classroom*

“Fantastic and very knowledgeable, was helpful when we were not sure about something and she made Excel feel less scary and more user friendly.”

*Microsoft Excel intermediate course Sheffield*

“It was the best excel course I have been on. The trainer was excellent.”

*Microsoft Excel intermediate course Stoke on Trent*

“Great teacher!”

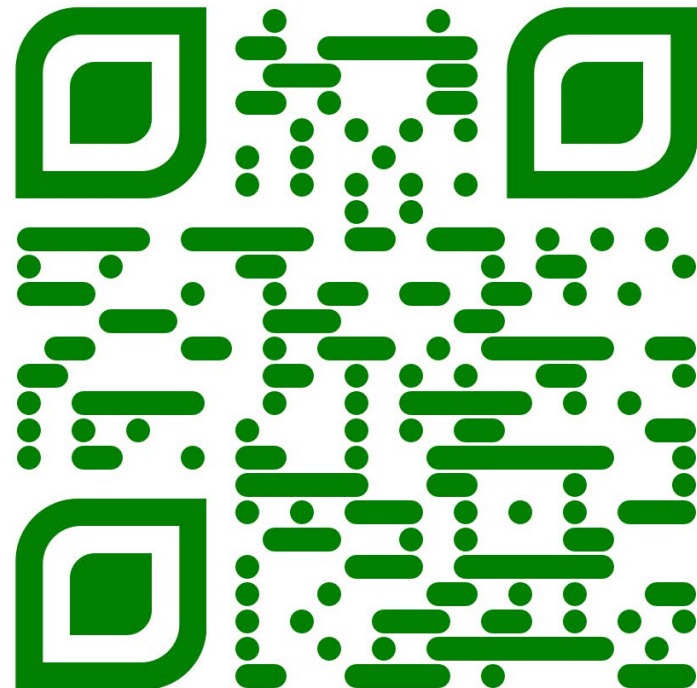
*Microsoft Excel intermediate course Canterbury*

“Very happy to learn so much.”

*Microsoft Excel intermediate course Oxfordshire*



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