

Pick and mix topics for MS Excel

Pick and mix sessions allow delegates to choose which topics they need to learn irrespective of skill level. It couldn't be easier - simply tick the box next to the topic if you need to learn more about it.

- Starting Excel
- Identifying the different parts
- Creating a new workbook
- Saving a workbook
- Closing a workbook
- Previewing a worksheet
- Copying a worksheet
- Moving worksheet
- Customising the display
- Entering data (labels and values)
- Enabling the Auto complete feature
- Reversing the last action with undo
- Entering formula in a specified cell
- Using Auto sum
- Understanding formulae
- Entering a formula
- Understanding cell referencing
- Selecting rows and columns
- Printing a worksheet
- Printing a range of cells
- Clearing the cell contents
- Inserting rows and columns
- Deleting rows and columns
- Changing the row height
- Changing the column width
- Aligning text in a cell
- Manipulating the appearance of a cell
- Formatting numerical data
- Using the List Auto fill feature
- Formatting a range of cells
- Rotating text in a cell
- Changing the cell appearance
- Formatting a range of cells
- Sorting by a single column
- Sorting data by three columns
- Formatting across worksheets
- Creating, deleting and naming worksheets
- Performing calculations across worksheets
- Adding a comment to a cell
- Absolute cell referencing
- Using conditional formatting
- Filtering
- Protecting cells
- Validating data
- Locating cells quickly
- Naming ranges
- Pivot tables
- Creating templates
- Creating forms
- Creating styles
- Using named ranges
- Consolidating data
- Creating a column chart
- Changing chart colours
- Adding new chart data
- Manipulating legends/gridlines
- Displaying values
- Chart trend lines
- Pie charts
- Creating links within Excel
- Creating links to Word or Excel
- Updating links

If you would like to know more about any of the topics please contact Marie on 01689 877117 or via email on marie@refine-it.co.uk

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