

## MICROSOFT TRAINING OPTIONS for 2019:

The following is a list of Microsoft Training Courses available –and where necessary, a brief note on what the topic is about.

All listed courses are half day sessions – 3 hours long.

Or you may prefer to pick and choose topics from any course to customise training to meet your specific needs.

### ☐ EXCEL LEVEL 1

— for beginners and those who need a refresher on the basics.

- Inserting and deleting rows / columns
- Autofill Lists
- Editing and entering text / basic formulas
- Auto sum and Copying formulas
- Formatting Spreadsheets
- Printing and page setup
- Sorting and Filtering Data
- Working with Large Spreadsheets
  - Split screens / freeze panes*
- Min, Max, Count and Average Functions

### ☐ EXCEL LEVEL 2

— Full of Tips and Tricks to save Time.

- Relative and Absolute Cell addressing
  - Using the F4 key to create absolute cell references like \$A\$1 when copying formulas*
- Working with Dates
  - Using dates in formulas*
- Conditional Formatting
  - Using Colour to understand data*
- Linking Data
  - Creating formulas across worksheets*
- Grouping and outlining
  - Manage large datasets with these tools*
- Subtotals
  - Get subtotals for different areas of your worksheet with one function*

## □ EXCEL LEVEL 3

### – More Advanced Tools

#### Tables and Creating Dynamic Charts

*Charts that automatically update when data is refreshed*

- Sparkline Charts

*Creating micro-charts contained in one cell*

- Count Ifs and Sum Ifs

*Adding multiple criteria to count and sum data*

- Data Validation

*Restricting data entry in cells to certain data types*

- V-Lookup Tables

*The VLOOKUP function can be used to find specific data that is stored in a table of data using existing information as a reference. E.g. looking up a price list based on a product code from another table.*

- If Error

*Combine If Error with a V-lookup function to remove error messages from cells.*

- Pivot Tables

*Get up and running with Pivot Table basics to analyse and summarise data*

## □ EXCEL LEVEL 4

### – What else can Excel do?

- Named Ranges

*Naming groups of cells makes working with longer formulas easier!*

- Advanced Filters

*Extracting unique values from a list*

- More on Pivot Tables

*Calculated Columns, Running Totals, Working with Slicers*

- Advanced V-Lookups using Match and Index functions

*Match and Index functions for when V-lookups won't do the job*

- Macros

*Recording, running, editing and copying Macros to automate routine tasks*

## POWER EXCEL: Power Query and PowerPivot\*\*

Take your Excel skills to the next level with this course. Get and Transform your data with Power Query and build simple data models to create powerful Pivot Tables with PowerPivot.

\*a pre-requisite of this course is Excel Level 3 or knowledge at a similar level of Pivot Tables

### PowerPivot

- Understanding the Data Model
- Relationships in the Data Model
- Creating Pivot Tables using multiple Data Tables
- Calculated columns

### Power Query

- Get Data from different sources
- Automate the transformation of raw data into a dataset
  - Formatting
  - Split and combine columns
  - Change Data types
- Create connections to the Data Model

\*\*PowerPivot is only available in the following versions Office 365 [Pro Plus](#), [E3](#), [E5](#), or Retail [Pro](#) or 2016 Standalone).