

Develop and use complex Spreadsheets — BSBITU402A *Using Microsoft Excel*

Course Outline

Duration: 1 day

Revision

Using Autofill
Using Autosum, Average functions
Formatting
Printing
Absolute/Relative Cell Referencing
Linking

Protecting and hiding data

Assign Passwords to a file
Hide Columns/Rows/Sheets
Protected cells from being changed
Protecting Sheets/Workbooks

Functions

IF Function
Nested IF Function
AND Function
OR Function
Vlookup Function
Date Functions

Text Functions
Rounding Functions

Advanced formatting

Formatting numbers
Conditional formatting

Range naming

Creating a list name
Automatically create range naming to a list
of cells
Applying names to formulas

Linking and consolidation

Linking cells/formulas
Data consolidation
Outlining

Working with lists

Using AutoFilter
Using Advance Filter
Using Subtotalling
Pivot Tables
Freezing Pane
Splitting screen display

Analysis tools

Goal seeking
The Scenario Manager

Macros

Recording Macros
Running Macros
Storing Macros
Assigning Macros to a button

Pivot Tables

Creating a pivot table
Modifying a pivot table

Templates

Create a template
Creating headers and footers
Setting the page formats
Edit a template

Importing Data

Import Data
Save imported data

Charts

Creating a Bar chart
Creating a Line chart
Creating a Combo chart
Creating a Pie chart
Adding legends
Resizing the chart
Printing a chart
Adding labels to a chart