Excel Modules

Formulas I (Calculations)

The most important feature of spreadsheets is the ability to create formulas that perform calculations based on values entered by the user or derived from yet other calculations.

- How to enter and edit formulas
- How to copy formulas (absolute versus relative reference)
- Common mistakes in formulas (circular reference, etc.)

Formulas II (Functions)

Excel comes with a large number of functions that will assist the user to create complex spreadsheet with relative ease.

- Using built-in Excel functions
    - Text
    - Lookup and reference
    - Logical
    - Date and Time
    - Database
    - Information
    - Quick overview of Mathematical, Statistical, Financial, Engineering

Formatting

Formatting is used to present the data, not just esthetically but also logically. Themes are a way to standardize all spreadsheets across an organization.

- Text, dates, numbers
- Tables, borders and shading
- Wrap text
- Rounding errors
- Themes (colours and font)
- Conditional formatting

Page Setup

Control how your data gets printed, add headers an footers, zoom in and out.

- Page options
- Header and Footer
- Orientation
- Print titles and other printing options

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Data I
Use Excel to manage large datasets. The features of Excel makes this very simple yet powerful.

- Filtering and sorting
- Advanced filtering
- Validations (restrict values that can be entered)
- Forms (Data entry form for tables)
- Sub totals
- Group and outline
- Pivot tables

Data II (Import external data)
Instead of entering data by hand it is possible to import data from another software tool, either as text files or directly from database systems.

- Text to columns
- Import from text files
- Import data from databases (ODBC drivers)

Charts I
Represent data as charts for greater clarity. In this module the most popular and useful chart types are covered.

- Create charts (Line, Column, Bar, Pie, Area, Scatter plot, Doughnut)
- Simple editing and formatting

Charts II (Advanced Customization)
In this module we look at the customizing charts in all ways possible.

- Advanced editing and formatting of charts

Charts III (Uncommon Chart Types)
In this module the not so common chart types are introduced.

- Create other chart types (Stock, Surface, Bubble, Radar)
- Simple editing and formatting

Tables (Lists in older versions)
Marking an area of data as a table makes some useful features available.

- Difference from range, benefits of table

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- Create and edit
- Table Tools

What If Analysis/Modeling
Use Excel to analyze multiple complex situations.

- Data Tables (one and two variable)
- Scenario Manager
- Goal Seek

Collaboration
Work as a team on a single spreadsheet.

- Share workbook
- Track changes
- Protection

Auditing
This feature can be helpful for troubleshooting complex formulas. It allows you to visually realize how the cells are related.

- Trace precedents
- Trace dependents

Macros I
Automate tasks by recording a number of steps in a macro. This Macro can then be rerun to repeat the steps in a different situation.

- Record new macros
- Modify recorded macros

Macros II
This module requires familiarity to programming, preferably in Visual Basic.

- Introduction to Visual Basic for Applications
- Write your own functions