

MICROSOFT EXCEL ONLINE – BIOPHARMACHEM SKILLNET

BUNDLE 1 (INTRO – INTERMEDIATE) – 4 x 1.5 HOUR WEBINARS

OVERVIEW

These online webinars have been designed to replace classroom-based training whilst people are required to work from home. Participants have the option of either attending the live webinars at the scheduled date and time or alternatively can view a recording of the webinar at a time that suits them. Recordings will be available for 6 months after completion and a link to the recording will be sent to all participants following the live webinar along with all relevant course files – exercises, user reference guides etc. A trainer will be on hand via email to answer any queries or questions that might arise following the training.

This first group of webinars covers all Excel essentials through to Intermediate content and will also focus on timesaving tips and tricks for the day to day use of MS Excel.

EXCEL WEBINAR 1 – ESSENTIAL SKILLS

- The MS Excel Window / Customising the 'Quick Access Toolbar'
- Using Shortcut Keys - Navigating / Selecting / Data Entry / Editing
- Working with Rows and Columns - Inserting / Deleting / Resizing columns / Hiding and Unhiding
- Moving and Copying content - Filling / Cut - Copy- Paste / Drag and Drop / The Clipboard Task Pane
- Filling continued / Custom Lists
- Formatting – Font / Alignment / Number / Format Painter / Orientation / Wrap Text
- Preview / Page Setup / Print Options
- Formatting as a table
- Conditional Formatting

EXCEL 2: WORKING WITH FORMULAS AND FUNCTIONS / MULTIPLE WORKSHEETS

- Writing and understanding basic formulas
- Functions - SUM / MIN / MAX / AVERAGE / COUNT / COUNTA / COUNTBLANK
- Copying Formulas - Relative vs. Absolute cell addressing
- Inserting new worksheets / Renaming
- Navigating between sheets – Mouse / Keyboard / Navigation List
- Moving / Copying sheets
- Using 'Group Edit'
- Linking sheets using Formulas
- Breaking Links
- Other sheet options – Tab colour / Hiding and Unhiding sheets.

EXCEL 3: WORKING WITH LISTS / MANIPULATING TEXT / CONDITIONAL FORMATTING

- Freezing Panes / Print Titles
- Sorting and Filtering a list
- Creating and Working with Excel Tables
 - Changing Formatting
 - Changing display options – Total row etc.
 - Working with Functions
 - Using Slicers in Tables
 - Creating calculated fields
- Manipulating Text
 - Case of text – UPPER / PROPER / LOWER
 - Text to columns
 - Joining Text (Using '&' and TEXTJOIN)
 - Flash Fill
 - Remove Duplicates
- Conditional Formatting

EXCEL 4: CREATING AND WORKING WITH CHARTS

- Creating and editing various chart types
 - Column / Bar / Line / Pie
- Moving / Resizing the chart
- Adding / Editing chart elements
 - Chart title / Legend / Chart Style / Data Table / Data Labels
 - Switch Row / Column
 - Manually Formatting a chart
 - Change overlap and Gap width
- Creating a combined chart
- Displaying data on a secondary axis
- Adding an additional range to a chart once created
- Creating and working with Sparklines