

<b>Excel Course Content Options – What Do You Want Trainees to be able to do?</b>	
Basics – open, enter, copy, format and print simple information	<input type="checkbox"/>
Use short-cuts to navigate, find information & send data more quickly	<input type="checkbox"/>
Format data (font or cell size/colour, alignment, borders, text wrapping, grid lines)	<input type="checkbox"/>
Show/Hide data or sheets or provide user options to do so	<input type="checkbox"/>
Altering the format of print outs (repeat headings, page no's, page breaks)	<input type="checkbox"/>
Alter the view of data (fix rows/columns so always visible or compare side by side)	<input type="checkbox"/>
Create plans and track progress	<input type="checkbox"/>
Create staff rotas	<input type="checkbox"/>
Use basic calculations (Max, Min, Average, Sum)	<input type="checkbox"/>
Conditional formatting (highlight info. where incorrect or based on criteria)	<input type="checkbox"/>
Rearrange data (Using sort/filter/advanced filter functions)	<input type="checkbox"/>
Gather data (for survey with specific formats not supported by online surveys)	<input type="checkbox"/>
Protect info (so can only enter info. in certain areas or with a password)	<input type="checkbox"/>
Create diagrams with shapes (processes)	<input type="checkbox"/>
Use Pivot Tables to summarise data for reports	<input type="checkbox"/>
Generate and format graphs (e.g. for reports)	<input type="checkbox"/>
Embed excel reports in PowerPoint that automatically update with data updates	<input type="checkbox"/>
Use data validation to only allow data to be entered in certain formats	<input type="checkbox"/>
Import or Export data from/to other applications (Access, other Excel Workbooks)	<input type="checkbox"/>
Use formulas to show dates/times (DATE, TODAY)	<input type="checkbox"/>
Use formulas to manipulate text (CONCATENATE, LEFT, RIGHT, CHAR, TRIM)	<input type="checkbox"/>
Use formulas to compare data (IF, VLOOKUP, HLOOKUP, AND, OR)	<input type="checkbox"/>
Use formulas to summarise data for reports (COUNTIF/ SUMIF)	<input type="checkbox"/>
Link Excel to Word/Outlook to provide data input for mass mailings	<input type="checkbox"/>
Use Macros to link sheets or show certain info based on selection criteria	<input type="checkbox"/>