

## **1. Excel Foundations (9:00 am -- 10:30 am)**

This session will lay the foundation for the day including critical aspects of Excel every user must know. It will cover the features necessary to develop strong strategic Excel skills including:

- Customizing the Quick Access Toolbar
- Moving through the Excel Ribbon Tabs
- Number-crunching worksheets
- Inserting headings and labels
- Adding rows and columns with =AUTOSUM
- AVERAGE and other common functions
- Building your own formulas from scratch
- Checking your math with the Status Bar
- Customizing the appearance of charts
- And more....

## **2. Excel Formulas and Functions (10:45 am -- 12:15 pm)**

The objective of the session is to help students grasp the structure, or 'grammar', of common and powerful functions. This enables students apply that grammar to the functions they use on the job, making it easier to learn new functions on their own.

- Formulas and functions basics
- Review of basic formula & function construction
- Working with Relative Addressing and Absolution References
- Understanding Order of Operations
- Using the Function Library
- Understanding Array formulas
- Using IF functions
- Building an automatic Subtotal Report
- Using the IF variants of common functions: SUMIF, COUNTIF, AVERAGEIF to build a manual subtotal report
- Working with Date and Time functions

## **3. Excel Pivot Tables and Database Functions (12:45 pm -- 2:15 pm)**

The focus of this module is on using Excel to maintain lists of records – sorting and filtering, controlling data accuracy and using the data to generate reports and interactive analysis tools.

- Working with Excel lists and tables
- Converting a list or range to an Excel Table
- Using the Total row
- Removing duplicate records
- Sorting and filtering a table
- Formatting a table
- Understanding and building pivot tables
- Deciding when and how to use a Pivot Table to analyze data
- Editing an existing Pivot Table
- Creating a Pivot Table from scratch
- Manipulating data in a Pivot Table
- Working with Data Validation Rules to create database consistency
- Using database functions and Advanced filter tools

## **4. Excel Charting & SmartArt Diagrams (2:30 pm -- 3:30 pm)**

For many users, charting is their main task in Exce; taking their own or other users' data and turning it into charts that help the countless rows and columns of numbers make sense. This module demonstrates how to build the most popular chart types, and how to decide which one works best with the data at hand and the “story” the user needs to tell about that data.

- Building charts from Excel data
- Understanding charting terminology & concepts
- Choosing the best chart type for any situation
- Manually formatting chart elements
- Editing chart source data
- Generating SmartArt diagrams
- Building a SmartArt diagram

- Adding and removing diagram elements
- Promoting and demoting elements within a diagram
- Formatting a SmartArt diagram

**Who Should Attend:**

Public servants at all levels who wish to develop effective and strategic Excel skills.

**In this information-packed TeleCourse, you will learn:**

The key Excel skills to be taught are outlined above.

**Instructor:**

Laurie Ulrich has trained over 10,000 students over the past twenty years. She is a highly-experienced educator and trainer with a strong background in computer training. Ms. Ulrich is the author of over 30 books on computers and software, including best-selling instructional books. Ms. Ulrich has also created online and CD-based computer training products that are used extensively by institutions worldwide.