INCUMBENT WORKER TRAINING
Microsoft Office Productivity Suite

WORKFORCE TRAINING FUND

2010/2013/2016/2019/ OFFICE 365

MICROSOFT EXCEL

OPERATION ABLE

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Suggested Topics	MS Excel I: Basic Excel

Sub-Topic 1	**Understanding The Workbook**
Description	The work you do in Excel, an accounting program for the computer, is performed in a workbook file that appears in its own window.

Sub-Topic 2	**MS Excel Document Window**
Description	Identify the parts of the Excel window

Sub-Topic 3	**Cell References**
Description	In Excel, a cell reference identifies the location a cell or group of cells in the worksheet. Cell references are used in formulas, functions, charts, and other Excel commands.

Sub-Topic 4	**Selecting In The Worksheet**
Description	On a worksheet, you can select cells, ranges, rows, or columns to format the data in the selection, or to insert other cells, rows, or columns.

Sub-Topic 5	**Types Of Data In Cells**
Description	Data type refers to the characteristics of the information stored in a worksheet cell i.e. Labels, Constants and Formulas

Sub-Topic 6	**Entering Data In Cells**
Description	You can enter numbers, text, dates, or times. You can format the data in a variety of ways.

Sub-Topic 7	**Data Alignment In Cells**
Description	By default, in Excel, numbers and formula results are right aligned in a cell while text data - such as headings and labels are left aligned.

Sub-Topic 8	**Editing In Cells**
Description	By default, you can edit the contents of a cell directly in the cell. You can also edit the contents of a cell in the formula bar.

Sub-Topic 9	**Save a lot of time and effort with data entry**
Description	Time savings data techniques for excel

Sub-Topic 10	**Labeling & Formatting Options**
Description	Time savings data techniques for excel

Sub-Topic 11	**Formatting Currency Alternatives**
Description	Display monetary values as Currency or Accounting

Suggested Topics	MS Excel II: Intermediate Excel

Sub-Topic 1	**Creating Spreadsheets with Formulas that Contain Functions**
Description	Inserting functions, using formula AutoComplete, Auto functions

Sub-Topic 2	**Modifying Default Text Font and Alignment for Data**
Description	Text Font formatting and Data Alignment and Control in Cells

Sub-Topic 3	**Enhance the Look and Readability of the Spreadsheet**
Description	Apply and Remove Borders and Shading

Sub-Topic 4	**Moving and Copying Data**
Description	Using Cut/Copy/Paste commands and the Drag/Drop mouse technique

Sub-Topic 5	**Modifying the Worksheet**
Description	Inserting Rows, Columns and sheets, Changing Row height and Column width

Sub-Topic 6	**Helpful Additional Information When printing out a Large Worksheet**
Description	Insert custom Headers and Footers, also use of pre-set H&F elements

Sub-Topic 7	**Prepare Your Workbook for Printing**
Description	Print Preview, Center on Page, Fit on Page, Adjust Margins, etc.

Sub-Topic 8	**Printing Your Data**
Description	Print entire workbook, only specific sheets, selected cells, Define and Clear Print Area, Print Rows and/or columns on each page

Sub-Topic 9	**Working With Multiple Sheets**
Description	Creating additional worksheets, calculating between sheets, moving and copying worksheets

Sub-Topic 10	**Viewing Cells that Have Formulas**
Description	Formula Range Finder, Formula Auditing Mode and Watch Window

Sub-Topic 11	**There are two types of cell references: relative and absolute.**
Description	Relative and absolute references behave differently in formulas when copied and filled to other cells

Suggested Topics	MS Excel III: Advanced Excel

Sub-Topic 1	Workbook / Worksheet Protection and Window Structure Protection
Description	To prevent a user from accidentally or deliberately changing, moving, or deleting important data from a worksheet or workbook, you can protect certain worksheet or workbook elements, with or without a password.

Sub-Topic 2	Viewing Multiple Windows On The Screen
Description	You can quickly compare two worksheets in the same workbook or in different workbooks by viewing them side by side. You can also arrange multiple worksheets to view them all at the same time.

Sub-Topic 3	Arranging Large Worksheets
Description	To keep an area of a worksheet visible while you scroll to another area of the worksheet, you can either lock specific rows or columns in one area by freezing panes, or create multiple worksheet areas that can scroll separately from each other by splitting panes.

Sub-Topic 4	Using Comments
Description	You can add notes to a worksheet by using comments. Using comments can help you make a worksheet easier to understand by providing additional context for the data it contains.

Sub-Topic 5	Designing Efficient Workbooks
Description	Macros And Named Ranges

Sub-Topic 6	Formula Watch Window
Description	When cells are not visible on a worksheet, you can inspect, audit, or confirm formula calculations and results in large worksheets.

Sub-Topic 7	Creating Excel Charts
Description	Charts and graphs are a great way of representing your data. Microsoft Excel offers almost every chart type and makes it easier to draw them so that your data can quickly understood in a graphical format.

Sub-Topic 8	Excel Database Features
Description	Excel offers three general ways to arrange data in your spreadsheet so you can use it as a database with your worksheet formulas: • Simple (or "Gray Cell") Tables, introduced since Excel 2.0. • Excel Tables, introduced in Excel 2007. • PivotTables with a Tabular Report Layout, introduced in Excel 2010.

Suggested Topics	MS Excel III: Advanced Excel

Sub-Topic 10	Pivot Tables & Charts
Description	For simple datasets, we could maybe count or use the sort feature to quickly sum up our data. However, a complex dataset with hundreds or thousands of rows is too much for simple methods like that. PivotTables can help us to answer these questions quickly.

Sub-Topic 11	Automatically Summarize Excel Data
Description	To summarize data quickly, Excel calculates subtotal for portions of your data by grouping rows of related data together. It automatically inserts subtotals and totals in the table.

Sub-Topic 12	Consolidate Data In Multiple Worksheets
Description	When working with multiple Microsoft Office Excel workbooks, a common task is to roll-up or merge the data in each workbook into a master workbook.

Sub-Topic 13	Insert Function
Description	Excel provides an enormous number of established formulas and assistance in auditing and calculating your data.

Sub-Topic 14	VLOOKUP Function
Description	Looks at a value you want to find in an Excel list or table in one column, and finds its corresponding value on the same row in another column.

Sub-Topic 15	Advanced Functions i.e. IF & AND, COUNTIF, SUMPRODUCT
Description	The most powerful ways to summarize excel data for reporting and analysis

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