

# Microsoft Excel Extensive Training

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## **Day 1 - AM: Excel for Beginners**

- Excel components
- Simple Formulas
- Autofill
- Formatting a worksheet

## **Day 1 – PM – Excel Tips and Tricks**

- Absolute References
- Functions
  - Average, Min, Max, Count
- Printing worksheets
  - Setting print areas
  - Setting print titles
  - Graphs
- Tons of Tips!

## **Day 2 - AM: Excel Working with Long Lists**

- Data Tables
- Filtering
- Sorting
- Pivot Tables
- Subtotaling

## **Day 2 - PM: Excel Intermediate Formulas and Functions**

- IF statements
- Lookups
- Round
- Now
- COUNTIF
- SUMIF

## **Day 3 - AM: Linking**

- Linking cells, sheets, files
- Making Changes across Sheets
- Three Dimensional Formulas

## **Day 3 -PM: Analyzing, Protecting and Importing Data, Drop Down Lists**

- Drop Down Lists
- Worksheet Protection
- Text to Columns
- Concatenate
- Goal Seek

## **Day 4 – Workshop**

- Bring your project to class and work on it hands on!
- Ask Questions!
- Get feedback on existing documents/spreadsheets
- Review material

### NOTES

- ✓ These classes are all hands-on classes at your site for maximum benefit and convenience.
- ✓ Classes typically run 9-4 with an hour for lunch and 2 coffee breaks, but we are flexible with the schedule!
- ✓ Included in the cost are student manuals and practice exercises.
- ✓ This four-day course is 24 hours – perfect for the Government Job Training Grant funding, if applicable! Details are on our website – [www.knowitsooner.com](http://www.knowitsooner.com)

*Cost is \$960/person\* + GST  
for your group (max 12)  
for all 4 days.*

*\*Additional Cost if we do 8 half days instead of 4  
full days*

  
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Computer Training