



Duration: 1 day

***What you will cover
in this course:***

***Assuming you
have a basic
understanding of
Windows & Excel,
you will learn to
take advantage of
the features listed.***

Swanston IT Ltd

111 Swanston Road
Edinburgh EH10 7DS

Tel: 0131 445 2552

Fax: 0131 445 5720

www.swanstonit.co.uk

Review Exercise

- Basic formulas
- Formatting
- Working on multiple sheets

Functions

- Date and time Functions
 - Today
 - Month
 - Year
- Using the If function
- Using the VLOOKUP function
 - Lookup
 - VLookup
 - HLookup
- Working with Text functions.
 - Mid
 - Search
 - Left
 - Right
- Text to Columns

Revision Exercise 1

Using Conditional Formatting

- Using a value
- Using a formula
- Copy the formatting

Revision Exercise 2

Manipulating Lists

- Data Form
- Sorting
- Sub totals
- Autofilter
- Using Custom to filter data
- Use Top 10 to filter data
- A brief intro to Pivot table

Creating a Chart

- Using the Chart Wizard
- Editing a chart
- Using different chart styles
 - Column
 - Pie
 - Line
 - Radius

Revision Exercise 3

**Preparing a spreadsheet for
Print.**

- Print Preview
- Page set up
- Multiple print areas
- Page break preview
- Print a chart

Revision Exercise 4