

■ Unit 1: Manipulate & Edit Data:

- Sort data using single or multiple columns
- Extract data using the AutoFilter
- Remove unwanted characters from cell ranges using the Replace dialog box
- Add subtotals manually and by using the Subtotals dialog box.
- Apply an Auto Outline to a large spreadsheet.
- Use the Text to Columns feature to split text in one cell across two or more cells
- Conditionally format cells based on up to three criteria
- Use the Fill command to create different types of data series for dates
- Apply Paste Special Options to fine-tune how copied data is formatted.
- Use the Go To Special dialog box to highlight specific types of cells

■ Unit 2: Data Validation & Protection:

- Manage comments
- Add drop-down lists to cells and apply other forms of data validation
- Trace errors, cell dependents and precedents and highlight invalid data
- Unlock cells, hide formulas and password-protect sheets and workbooks

■ Unit 3: Formulas & Functions:

- Maths & Statistical Functions – Examples: SUM, AVERAGE, COUNT, COUNTA, ROUND functions
- IF Functions – Formulas using single and nested IF functions
- Info & Lookup Functions – VLOOKUP, ISERROR
- Date Functions & shortcuts – Examples: TODAY, NOW, MONTH, YEAR functions
- Text Functions – Examples: UPPER, TRIM, TEXT, LEFT, RIGHT functions.
- Use the “&” character to join text and numbers in different cells into one cell
- Consolidate data using 3D formula references
- Create formulas that link to other workbooks.

■ Unit 4: Charts:

- Create line, pie and bar charts
- Apply basic formatting techniques
- Add titles, legends, data labels and data tables

■ Unit 5: Customise Excel:

- Apply custom formats to numbers and dates
- Produce custom lists and AutoCorrect shortcuts
- Create styles and custom views
- Customise existing menus and toolbars and create new ones