

Microsoft Excel syllabus

Unit 1 – Basic Navigation & Editing

Selection and navigation. Moving around a spreadsheet efficiently. Entering information into cells, types of data (text, numbers, dates). Basic formatting. Working with multiple Worksheets.

Unit 2 – Editing

Copying, pasting, inserting and deleting cells, ranges of cells, rows, columns and Worksheets. 'Special' pasting – for example to copy just formulas, or just values. Common problems with pasting. The differences between copying and 'cutting'. Excel aids to copying – Fill Handle and Flash Fill

Unit 3 – Working with Dates and Times

Date and time formatting, performing basic maths with dates and times, and date and time functions.

Unit 4 – Lookup & Reference

Looking up information in a basic table, and more flexibly. VLOOKUP() and the more flexible INDEX()/MATCH() combination. Advanced lookups.

Unit 5 – Logical Functions

Automatic decision making and error handling. Advanced logical tests. Matrix user of IF as an array function.

Unit 6 – Working with Numbers

Maths: basic addition, subtraction, multiplication and division. How to use brackets to get the correct result. Powers. Rounding.

Unit 7 – Summarising data

Understanding a data set by summarizing it. Totals and counts – SUM(), COUNT() and COUNTA(). Other statistics. Conditional totals and counts. Advanced conditional sums, SUMPRODUCT and array formulas.

Unit 8– PivotTables 1 – Simple Summaries

Uses of PivotTables. Summarising data (presenting database in terms of different subcategories). Understanding data (understanding categories, spotting typos, understanding range of values). Interpreting data (analysing to work out trends, areas of growth / profit / loss etc). Filtering. Sorting and grouping

Unit 9 – PivotTables 2 – Manipulating Data

Changing the layout and format of data in a PivotTable. Changing Value Field Settings to show counted rather than 'summed' data. Setting up references to a PivotTable.