

Goals and Objectives

Aims

- a. To introduce and develop the users understanding of some of the more complex features of Microsoft Excel.
- b. To improve the users knowledge of the various tools provided within Excel and, to enable to user to produce a professional level of output.

Objectives

After reading this manual the user will be able to:

1. Enter text and format cells;
2. Create formulae to add or average a range of cells;
3. Use the auto fill feature and create a custom series;
4. Use some of the more popular functions using the function wizard, AVERAGE, MAX, MIN, COUNT, ROUND and IF;
5. Understand and use variables;
6. Use Relative and Absolute cell addressing;
7. Name Cells;
8. Create charts;
9. Manipulate charts;
10. Work with databases, sort information, use auto filter to find information meeting certain criteria;
11. Use the Advanced filter facility;
12. Use database functions;
13. Create and format a Pivot Table.

The User will be able to do all of the above using Microsoft Excel.