BSCL - Learning Path for MS Excel

Prerequisites	Beginner	Intermediate	Advanced	Power User

Office Basics

Gradual Learning Track

Beginner — Skill Set
Able to create and format a basic worksheet with basic formulas.

Intermediate — Skill Set
Able to use conditional formatting, dates, IF, VLOOKUP functions and create charts.

Advanced — Skill Set
Able to analyse large lists of data using Sorts, Filters, Pivot Tables and database functions. Able to record basic macros.

Power User — Skill Set
Able to use a wide range of Excel Functions and manage the data input for lists.
Able to use Visual Basic to extend the functionality of macros.

Creating Basic Workbooks (0.5 day)
The Excel workspace
Entering and formatting data
Creating simple formulas
Printing a worksheet

Focus on Pivot Tables (0.5 day)
Creating and updating Pivot Tables
Working with Pivot Table data
Creating data groups
Using slicers and Pivot Charts

Formatting Worksheets (0.5 day)
Font formatting and alignment
Borders, shading, styles and conditional formatting
Using the Fill Handle and Format Painter
Managing worksheets

Focus on Charts (0.5 day)
Creating and modifying charts
Changing chart data
Formatting charts
Creating custom charts

Understanding Functions (0.5 day)
Using the AutoSum functions
Accessing functions
Using absolute references
COUNTIF, SUMIF, AVERAGEIF functions

Working with Large Worksheets (0.5 day)
Using Zoom , Freeze Panes and multiple windows
Grouping data and custom views
Formula auditing and evaluation
Printing large worksheets

Formulas and Functions (0.5 day)
Basic skills review
Absolute referencing, basic linking and formula tools
Working with Rounding, Date, Conditional, Logical and Lookup functions (IF, VLOOKUP)

Data Manipulation (1.0 day)
Importing and exporting data
Sorting and filtering data lists
Using VLOOKUP and database functions
Working with outlines, custom views and linking
Working with Pivot Tables

Advanced Formulas and Functions (1.0 day)
Attendees must be proficient in advanced topics
Excel best practices
Using tables for input and dynamic tables
Large range of functions

Standard Learning Track

Introduction (1.0 day)
Understanding the Excel workspace
Entering and changing data
Formatting cells
Creating basic formulas
Printing and viewing worksheets

Intermediate (1.0 day)
Basic skills review
Absolute referencing
Styles and conditional formatting
COUNTIF, IF, VLOOKUP and Date functions
Linked formulas, Charting

Advanced (2.0 days)
Data Manipulation course
Using tools to make projections about data
Auditing and protecting worksheets
Introduction to macros

VBA for Applications (2.0 days)
Attendees should be familiar with macros
Recording macros
Using Visual Basic to program macros