

Course Title	A little bit about....	Brief description of topics covered	Level	Duration
Excel: Fundamentals	This is suitable for those who need a basic understanding of how to enter and layout data and be confident to work with spreadsheets that other people have put together.	Enter text, dates, time and numbers in correct format for Excel to work Formatting with borders, fill colour and currency, etc Insert, delete and move columns and rows Autofill and flashfill to speed up entering data (flashfill is great for splitting or joining names) Freeze panes - so that when you scroll down, the column headings are still visible	Introduction	90 min
Excel: Getting started with formulas part 1	A gentle introduction (or refresher) on how to do basic calculations using an event budget as an example.	Start a spreadsheet from scratch that can be used as a template Create calculations that multiply, divide and add Calculate difference from budget and display in red if over and green if under Create a summary sheet pulling data from other worksheets	Introduction	90 min
Excel: Getting started with formulas part 2	If you've previously avoided calculations in Excel as they are 'not your thing', you'll gain a great deal from this practical workshop. We will demystify the magic and explain the numbers in straight forward examples.	Understand Relative/Absolute Referencing Linking Data between Worksheets and Workbooks Typing Calculations and Excel Functions, understanding the Syntax Working with Percentage Calculations Useful Functions including Average and Countif	Intro/Intermediate	90 min
Excel: Focus on Tables (Sorts and Filters)	Learn why Excel Tables are so useful: they are not just any range of data with headings, but a specific Excel object that works as a whole, making your easier to update, sort and filter.	Benefits of Formatting as a Table Feature Sorting and Filtering Data Understanding Table Formulas	Intermediate	90 min
Excel: Focus on Formatting Data	Packed with tips on how to consistently and easily format your spreadsheets	Custom Number Formats Cell Styles Simple Conditional Formatting (automatically colour dates in past/future, etc) Sparklines	Intermediate	90 min
Excel: Focus on IF Formulas	This practical workshop is packed with useful example of how to use the IF formula in Excel. This versatile formula is used to analyse data: you can evaluate text, values, and even errors then return one value for a TRUE result, and another for a FALSE result. You can even change the colour of text or display symbols.	Simple IF and Nested Ifs IFERROR OR and AND IFS and SWITCH (if time) Conditional Formatting Formula	Intermediate	90 min
Excel: Focus on VLOOKUP Formulas	This is the opportunity to learn about one of the most useful and least understood calculations: VLOOKUP. You'll understand how and when to use the formula and why it can go wrong.	Preparing your Data to Work with VLOOKUPS Using VLOOKUP to Compare/Combine Data in different Worksheets Understanding Exact Match and Approximate Match Tips for Identifying the Column from which to return the Data Using IFERROR and IFNA with VLOOKUP	Intermediate	90 min
Excel: Focus on Pivot Tables	A practical workshop that teaches you how to create Pivot Tables to summarise, analyse and present your data.	Preparing Data to Work with Pivot Tables Creating and Formatting Pivot Tables Grouping data Displaying as Percentages Slicers	Intermediate	90 min
Excel: Focus on Text Formulas	This workshop explains in straight forward terms and examples some of the formulas used to split, join and format text.	Extracting Text from Strings using Left, Right, Mid, Search and Len Functions Formatting Text with Upper and Proper Joining Text with Concat and TextJoin	Intermediate/Adv	90 min
Excel – Focus on Date Formulas	This fast paced workshop explains how to manipulate, format and generally work with dates, which is an important part of working with Excel.	Using Month, Year, Networkdays, Edate and other Date Functions Understanding how Time is Calculated in Excel Calculating Age in Years and Months Calculating Number of Days until the End of Month	Intermediate/Adv	90 min
Excel: Focus on Troubleshooting Formulas	This workshop is useful for finding and fixing common errors in formulas. To get the most from this session you need to be comfortable with writing formulas including IFs and VLOOKUPS.	Creating/Amending/Deleting Range Names Formula Auditing Fixing the most Common Errors	Advanced	90 min
Excel: Introduction to Macros	An introduction to recording and editing macros: a workshop for more advanced Excel users interested in automating some processes.	Recording Macros in the Personal Macro Workbook v standard workbooks Controlling how a Macro is Run by using a Keyboard Shortcut or Command Button Introduction to Editing the Code in the Visual Basic Editor	Advanced	90 min
Excel - Charts	How to 'visualise' your data with charts	Create bar and column charts Change elements of the chart such as the legend, axis and labels Explore the new charts available in Office 365 including Waterfall charts	Intermediate	90 min
Introduction to Connecting and Preparing Data using Power Query for Excel	Power Query is a great tool for preparing your data and is especially useful for repetitive tasks. This introduction will show you how to quickly clean data.	Removing Blank Rows and Filling in Gaps Converting Data Types - Especially Useful for Dealing with Data Issues Splitting and Merging Columns Find & Replace Text Unpivoting Data Summarising Data	Advanced	90 min
Working Efficiently in Outlook	This workshop will help you take control of your inbox and your calendar and allow you to benefit from Outlook's productivity tools.	Useful Keyboard Shortcuts Use Categories to organise messages, contacts and calendar items Apply conditional formatting to your inbox and your calendar to quickly spot key emails/events Make the most of Word features when writing emails, including autocorrect Save email templates Quick Steps and Rules to automate repetitive actions	Intro/Intermediate	90 min
PowerPoint tips	This online workshop is for anyone who needs to learn how to use PowerPoint efficiently. No previous knowledge is expected. If you've used previous versions and feel 'rusty' you'll learn a lot of tips and quickly build your confidence.	Inserting text and pictures Using SmartArt Animation used well to build your story	Introduction	90 min
Visio Flow Diagrams	This online workshop is an introduction to MS Visio with a focus on creating flow diagrams. No previous knowledge is expected.	Getting started – selecting the right template Working with shapes and shape connectors Formatting your diagram Adding text to shapes	Introduction	90 min
Word - Become a super user	This online workshop is for those frustrated Word users who want to control the formatting of a document.	Tips we share include: Why you should use the Show/Hide button How to control paragraph formatting, spacing and numbering with styles The use of section breaks	Intermediate	90 min