



Microsoft Excel 2007 for Contracts Administrators



Topics Covered:

Editing, Copying & Filling Cells

Understanding the different parts of the screen
Menus, Shortcuts and Toolbars
Shortcuts for Moving About The Workbook
Entering & Editing Data
Entering Data in Preselected Ranges
Inserting & Deleting Rows, Columns and Cells
Copying & Using Fill to Copy
Filling a Series

Conditional Formatting and Validation

Formatting Cells using Conditions
Using Cell Values as the condition
Using Formulas as the condition
Setting Cell Validation
Creating Input Messages
Creating Error Alerts

Formulas & Absolute Referencing

Formula Basics and Rules
Creating Formulas with the Mouse
Editing and Copying Formulas
Filling Formulas To Adjacent Cells
Absolute Reference
Linking Formulas
Using AutoSum

Functions

Review of AutoSum & Function Syntax
Summing Non-Contiguous Ranges
Using Paste Function & Formula Bar
Average, Maximum, Minimum, Count
If Function
Nesting Functions
Other Common Functions

Lookup Functions

What Lookup Functions Do
VLookup Function
Exact Matches or Closest Match
HLookup Function

Protecting Data, Worksheets & Workbooks

Unlocking Cells
Protecting A Worksheet
Disabling Worksheet Protection
Password Protecting A Worksheet
Protecting a Workbook
Password Protecting a Workbook

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Protecting A Worksheet
Disabling Worksheet Protection
Password Protecting A Worksheet
Protecting a Workbook
Password Protecting a Workbook



Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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Duration:

1 Full Day

Who should attend:

This 1 day course will appeal to people working in the role of Contracts Administrator. It is ideal for a person with a sound working knowledge of Microsoft Excel, who is seeking to become familiar with some of the advanced functions of the software. At the conclusion of this course, participants should have a very comprehensive understanding of MS Excel and its application.

Course Pre-requisites:

Participants should be familiar with working in a Windows environment and have a general computer working knowledge. One should also have a sound knowledge of Microsoft Excel.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft Office applications. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to improve your efficiency and productivity.