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## Microsoft Excel Data Manipulation

- Aim:** Learn to create and edit charts. Discover efficient ways of working with large worksheets and multiple workbooks. Learn to use functions for calculations in your spreadsheets.
- Pre-requisite:** Windows Introduction and Excel – Creating a Basic Spreadsheet or equivalent knowledge.
- Duration:** 3 hours
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### Course Content

#### Charting

- Different methods of creating a chart
- Titles on Charts
- Modifying Charts
- Different chart types
- Formatting chart types
- Chart options
- Copying charts to Word

#### Calculations

- Revision of Formula construction
- Use of absolute references
- Entering formulas using the Formula Palette
- Creating Range names
- Advanced Function Construction using the paste function
- Using Advanced Functions - IF, ROUND, LOOKUP, PMT, TODAY, DATE
- Nested Functions

#### Multiple worksheets and workbooks

- Linking worksheets using 3-D formulas
- Consolidating data
- Linking workbooks
- Repeating Data over multiple worksheets
- Moving and Copying Worksheets
- Working with Sheets

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