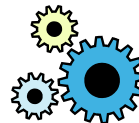


EXCEL BEGINNERS



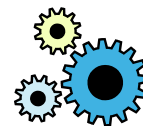
- **What are Workbooks and Worksheets?**
- **Creating and Opening Workbooks**
- **Entering Data.** How to enter text, numbers, dates or times. How to enter into a range of cells
- **Autocomplete**
- **Navigating in the Worksheet.** Moving between cells, sheets, and within formulas using the mouse, keyboard or the quick way.
- **Item selection.** Selecting cells, ranges, worksheets and multiples of these
- **Inserting & Deleting cells, rows and Columns**
- **Saving Workbooks**
- **Understanding the toolbar options**
- **Formatting & Customising Data,** Including data indentation, rotation, fonts .How to format numbers and show decimal places. How to format columns and rows
- **Deleting. Data, ranges objects and worksheets.**
- **Copying data**
- **Formulae and Functions.** How to enter a formula, including using the *SUM* function.
- **Charts.** How to use the Chart Wizard, including defining the data source, formatting and customising
- **Printing.** Print a worksheet



EXCEL INTERMEDIATE



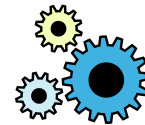
- **Named Ranges.** To create a named range, to use a name for navigation, to use a name in a formula, to delete a name, to print a list of names
- **Excel Functions.** Statistical functions, to use a function.
- **Working with multiple sheets.** To rename worksheets, insert / delete / rearrange them. To copy sheets in the same and other workbooks. Grouping / ungrouping sheets.
Linking and Consolidating Sheets. Simple reference links, calculating across worksheets and books. 3D calculations
- **Working with Data lists.** Printing and freezing titles, sorting and filtering data. Sub-totals
- **Pivot Tables and Charts.** Creating, selecting, grouping and formatting these
- **Charts.** Creating, formatting and changing data
- **Protecting Files and Data**



ACCESS BEGINNERS



- **What is a database?** Basic concepts
- **Tables & Relationships**
- **What would you use Access for?**
- **Introducing Access Tools.** Forms, queries, reports
- **Starting Access.** Opening a database The Access application window and toolbar.
- **Within the database.** Exploring the table, design view, queries, forms and their design. Reports.
- **Database design & table creation.** Defining your needs & questions to ask yourself, basic design rules, determining relationships, creating a database, using table wizard, setting a primary key, saving a table, adding records to a datasheet.
- **Formatting a table.** Selecting/ deleting records, fields and columns
- **Printing**
- **Locating & replacing Information.** How to conduct a simple search, use wildcards, find (and replace) specific values
- **Creating simple queries**
- **Introducing Forms –** Basic form layout. Form Creation using Autoform wizard. Different views.
- **Reports –** opening, viewing, creating and printing



ACCESS INTERMEDIATE



- **Creating a table without a wizard**
- **Data types in depth**
- **Field properties**
- **The input mask property**
- **Hiding and freezing columns**
- **Formatting datasheet cells**
- **Copying / moving fields and records**
- **The database window**
- **Relationships. Defining**, opening the relationship window, adding tables, making relationships, referential integrity, editing, filtering
- **Creating Forms without using the wizard**
- **Multiple criteria and alternative criteria**
- **More about queries**
- **Simple event procedures**. How to create one.
- **Writing & editing code**
- **Creating a function**

