Excel training courses
CMA Spreadsheet Solutions
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Relevant training can help almost every Excel user save considerable amounts of time. But to achieve this, they'll need to be taken through the parts of the system that they're under-utilising - or perhaps don't even know about. And ideally, this needs to be done by someone who understands the information they have access to and the ways in which they process it. The courses run by CMA Spreadsheet Solutions provide all this and more, and they're given by someone who has spent many years as an Excel user and developer. The courses are delivered on-site so those attending won't waste time travelling and they'll be learning techniques that they can put to immediate use. *All delegates receive full course documentation and are offered free post-course helpdesk support.*

We run four half-day hands-on courses. The introductory course is aimed at new or occasional users; the intermediate one is for those with more experience. The advanced course is aimed at high-level users while the Excel VBA course is for those who want to learn Excel programming techniques to develop their own applications. All four can be customised to suit the users' requirements.

Introductory Course Contents

Managing and navigating worksheets
In the first session we look at how to use the keyboard to move around and between the worksheets that make up a typical Excel file. The session also covers naming, moving, copying, inserting and deleting worksheets.

Working with rows and columns
Individual rows and columns on a worksheet – or groups of rows and columns – can be formatted to the user's requirement, moved, copied or completely hidden.

Formatting cells
This session covers the formatting of individual cells and cell ranges. We look at changing fonts and alignments – as well as adding borders, patterns and comments.

Sorting data
Sorting data in Excel is quick and simple – provided that your data is arranged in a clearly defined table.

Creating and using formulae
Excel can carry out powerful, complex calculations very quickly but in this session we cover the construction of simple formulae using standard mathematical operators.

Relative and absolute cell references
One of the most valuable aspects of Excel formulae is their ability to use both relative and absolute (with $ signs) cell addresses. This session explains how they work.

Excel's functions – numerical and text
Excel has a huge number of inbuilt functions that work with either text or numerical data. We look at some of the more useful ones.

Locking rows and columns, and splitting screens
If the data on your worksheet occupies more than a screen, you may want to lock rows or columns so that they remain visible as you scroll across or down the worksheet. This session shows you how.

Using keyboard shortcuts
As an alternative to the mouse, you can use these keyboard shortcuts (using the Ctrl key) to enter data and navigate the worksheet - and perform many other actions.

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Intermediate Course Contents

Database analysis – subtotals, filtering etc
If your data is held in a sorted database, then generating subtotals is quick and easy. In this session we look at one way of doing this – and also filtering databases (using both simple and more complex filters) so that only selected rows are displayed

Excel's functions - numerical, text, logical
Excel has a huge number of inbuilt functions that work with either text or numerical data. We look at some of the more useful ones from a media data perspective

Relative and absolute cell addresses
One of the most valuable aspects of Excel formulae is their ability to use both relative and absolute (with $ signs) cell addresses. This session explains how they work

Applying conditional formatting
Manually highlighting individual cells based on specific criteria (for example, those that are above or below a certain value) is both time-consuming and error-prone. By using "conditional formatting" the task takes virtually no time at all, with 100% accuracy.

Working with Tables
A range of cells can be turned into a table to make it easier to manage and analyse a data range. Additional rows and columns are automatically included and filtering is automatically applied.

Validating data entries
You can speed up, and improve the quality of, the data entry process by using "data validation". This session covers: date validation, numerical validation and "pick from list"

Using keyboard shortcuts
As an alternative to the mouse, you can use these keyboard shortcuts (using the Ctrl key) to enter data and navigate the worksheet - and perform many other actions.

Creating Pivot tables and charts
One of Excel's most powerful features, Pivot Tables are a way of summarising large amounts of data in a simple table. They're quick to generate and flexible in use

Using Ifs and nested Ifs
The "If" function allows you to vary the contents of a cell according to certain conditions. We look at both simple and more complex examples

Using Excel's look up functions
The look up functions are great time-savers when you want to transfer data from one table to another or when you're re-classifying information

Advanced Course Contents

Using Excel's look up functions
The look up functions are great time-savers when you want to transfer data from one table to another or when you're re-classifying information. This detailed session covers both text and numerical look-ups, the vlookup, hlookup and the index and match functions.

Using keyboard shortcuts
As an alternative to the mouse, you can use a number of keyboard shortcuts (using the Ctrl key) to enter data and navigate the worksheet - and perform many other actions. As well as the Ctrl key, the session covers some F key shortcuts

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Advanced Course Contents (continued)

The Offset and Indirect functions
The Offset function enables you to define cell ranges that can expand and contract. In this session we look at its use in calculating year-to-date totals. The Indirect function is particularly useful when creating links between worksheets

Advanced Conditional Formatting
As well as automatically individual cells based on their contents, you can also use conditional formatting to format complete rows in a table. This session shows you how and covers a number of other conditional formatting techniques

Controlling data entry
Excel includes a number of devices ("Form Controls") that can be used to control what values or text appear in specific cells. In this session we look at two of them – the Combo Box and the Check Box.

Array formulas
Array formulas are used either to perform multiple calculations and put the result in a single cell or create a set of values – an "array". This session looks at a number of examples including the frequency function.

Using Solver
Solver is one of Excel's "What If" tools. In this session we use it to optimise a regional TV budget allocation.

Introduction to Macros
Macros enable you to automate repetitive tasks and can be created either be recording keyboard and mouse actions or by using the Visual Basic for Applications (VBA) programming language. We start by recording and editing a simple macro before going on to look at the structure of VBA and then writing some simple VBA routines.

VBA/Macros Course Contents

Recording Macros
The course starts with the use of Excel's Macro Recorder to record keystrokes and mouse movements. We then look at the various ways of running macros before looking at how the macro is stored in the VBA (Visual Basic for Applications) editor and adding some comments to it

Limitations of the macro recorder and VBA syntax
This session considers the limitations of recorded macros and introduces the concepts of variables and data types. We also look at the syntax of the VBA programming language: Objects, Properties and Methods as well as how macros are stored: Modules and Procedures

The If…Then structure
The If structure is used to control the path a macro takes. This could depend on specific conditions, for example the value of a variable or the contents of a cell

Looping through code using For…Next
Repeating lines of code (for example, for each row in a table) is usually unnecessary and can be replaced by one of the looping techniques. The first looping session looks at the simplest type of loop… the For..Next

Looping through code using Do…While and Do…Until
Depending on the circumstances, a better approach might be to use a Do..While or Do..Until loop. Both approaches are covered in this session

Debugging code
Sooner or later, errors will crop up. Fortunately there are a number of debugging techniques built into VBA. We look at stepping through code and using the watch window and break points

Project
The project puts into practice the techniques that have been covered in the course. The aim is to develop a simple database enquiry system