CPD TRAINING COURSE
MICROSOFT EXCEL FOR ENGINEERS - INTERMEDIATE LEVEL

FOR MORE INFORMATION VISIT www.engineersireland.ie OR CONTACT US ON 01 6651305 OR cpdtraining@engineersireland.ie

Overview
This one day course in Microsoft Excel will include features to manage data, worksheets, and workbooks. It includes tasks such as using large worksheets; working with multiple worksheets, and managing data, worksheets and files. Participants will also learn how to use ranges, other functions, and filter data in a list.

This course covers working with charts, graphics and files. It includes tasks to create and format charts; draw an object; use additional effects and objects; and use AutoShapes and diagrams. Participants will also learn how to use HTML files and work with comments.

Course aim
To enable participants to manage and track projects successfully and provide essential project management information including resource management, tracking critical path and reporting.

Course objectives
By the end of this course participants should be able to:

- Recognise the main areas of the Excel window & workbook
- Enter, edit & delete data in a workbook
- Create workbooks using formulae & functions
- Enhance the presentation of workbook data
- Create, display & enhance charts, print worksheets
- Set up & work with multiple worksheets
- Freeze titles on a worksheet
- Sort & subtotal data
- Add comments to a worksheet

Course outline
- Exploring Microsoft Excel
- Using Basic Workbook Skills
- Working with Ranges
- Creating Simple Formulas
- Copying & Moving Data
- Formatting Numbers & Text
- Formatting Cells
- Working with Columns & Rows
- Using Page Setup
- Printing
- Working with Mulitple Worksheets
- Using Other Functions
- Creating & Editing Charts
- Using Large Worksheets
- Managing Data
- Working with Comments
- Drawing an Object
- Additional Effects & Objects
- Using Autoshapes & Diagrams
- Using Worksheet Protection
- Using Paste Special

Trainer profile
The instructor for this Excel for engineers course will be John McGrath from Productive Solutions Ltd. John has over 20 years training experience specialising in Microsoft applications and has delivered in excess of 3,000 training courses.

John's aim is to teach you more about Excel in a day than you might learn in years with software documentation or any self-help tutorial. With John's guidance you'll discover how to use Excel as it was meant to be used: as a problem-solver, a time-saver and a

streamlined means to an impressive end.