Spreadsheets as an Engineering Tool (P000036)

BRIEF DESCRIPTION

Microsoft estimate that the average Office user only knows or use about 10% of the features available in MS Excel. MS Excel is available on most computers in an office. It has developed into a powerful processing tool for doing data analysis, modelling and general calculations. Knowledge of new developments or enhancements is not readily available and this course will provide such information.

The purpose of the course is to provide attendees with knowledge to optimally use Excel’s capabilities.

This course is accredited with ECSA for 2 CPD points.

OUTLINE OF COURSE CONTENT

- Introduction to named ranges in MS Excel – declaring, using and some advanced features like dynamic named ranges.
- 3 dimensional formulas and navigational tricks for selecting ranges (or objects)
- Making MS Excel powerful using functions like IF, VLOOKUP, INDEX, INDIRECT, OFFSET, to name a few.
- Introduction to statistical functions, database functions as well as text functions.
- Basics of creating a chart, formatting, adding data, and names.
- What if Analysis. This includes topics like the data table, scenario manager as well as Solver.
- Pivot Tables is a tool that quickly summarizes information in a database. Basics as well as some advanced features are shown to delegates.
- Defining and using array formulas – combining array formulas and named ranges for dynamic named ranges
- Customization of MS Excel – changing the appearance, adding buttons copying cells as objects and protecting your work.
- Introduction to the basics of VBA including UDF’s and subroutines.

WHO SHOULD ENROL?

People using MS Excel on a frequent (or less frequent) basis can greatly benefit from knowing the tips and tricks shared during the course. Average development time for new spreadsheets will be reduced, sometimes by more than 80%.

The course are aimed at scientific people, however examples and exercises are general so that people from other disciplines can also benefit from the course.

ADMISSION REQUIREMENTS

Delegates should at least have a matric certificate and know the basics of MS Excel.

PRESENTERS

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