

Introduction to Advance Office Package

Beginner: Level 1

Nature of Course: Theory + Practical

Total Hours per Day: 2 Hours

Course Duration: 2 Weeks

Course Summary

The DWIT Training - MS Excel - Level 1 course is designed for those who want to learn how to:

- Navigate the Excel User Interface
- Calculate and Modify a Worksheet
- Basic Math and Statistics
- Logic Function

This course is best suited for anyone with basic computer knowledge and who wants to learn to make data entry records and calculations such as making bills and keeping records. It is also suitable for high school and university students (plus two, undergraduate, etc.) who want to do coursework and someone who is already working as a record keeper and wants to make official data records and create bills.

Completion Criteria

After fulfilling all of the following criteria, the student will be deemed to have finished the module:

1. Has attended 90% of all classes held.
2. Has received an average of 80% on all assignments
3. Has received an average of 60% in assessments.
4. The tutor believes the student has grasped all of the concepts and is ready to go on to the second module.

Required Text Books

1. Paul McFedries and Greg Harvey, "Excel All-in-One for Dummies" Wiley.
2. Mike Girvin, "Slaying Excel Dragons", Independent.
3. Ian Lamont, "Excel Basics in 30 Minutes", i30 Media.

Prerequisites

- There is no prior educational level requirement for this course.

- If you are only interested in theory and have no interest/patience in spending at least 10 hours every week throughout the duration of the course, then this course might not be for you.
- If you have absolutely no idea about programming or do not see yourself doing programming in the next six -odd months, then this class may not be for you.

Course Details

WEEK1

GETTING STARTED WITH EXCEL

- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Enter Cell Data
- Use Excel Help

PERFORMING CALCULATIONS AND MODIFYING A WORKSHEET

- Find and Selecting Text
- Modifying Text
- Finding and Replacing Text
- Insert, Delete and Adjusting Cells, Columns and Rows
- Searching For and Replacing Data
- Inserting Comments

FORMATTING A WORKSHEET AND PRINTING WORKBOOKS

- Modifying Fonts
- Adding Borders and Colors to Worksheets
- Applying Number Formats
- Aligning Cell Contents
- Applying Styles and Themes
- Applying Basic Conditional Formatting
- Creating and Using Templates
- Previewing and Printing Workbooks
- Defining Page Layouts

BASIC MATH AND STATISTICS

- Utilizing Basic Mathematics including Addition, Subtraction, Multiplication and Division in Excel.
- Learn Basic Math Functions including SUM, ROUND, SUBTOTAL
- Learn Basic Statistical Function including COUNT, AVERAGE, MAX, MIN, MODE.

LOGIC FUNCTION

- Standalone Logical IF-Function
- Nested Functions

WEEK 2

UNDERSTANDING DATES

- Understanding how Dates work in Excel
- TODAY, YEAR, MONTH, DAY and DATE Functions.

LABS

Lab assignments will focus on the practice and mastery of contents covered in the lectures; and introduce critical and fundamental problem-solving techniques to the students.

Intermediate: Level 2

Nature of the Course: Theory + Practical

Total Hours per Day: 2 Hours

Course Duration: 2 Weeks

Course Summary

The DWIT Training - MS Excel - Level 2 course is designed for beginners who wish to learn how to Create Charts, Analyze Data using Pivot Tables, Slicers and Pivot Charts, Goal Seek and Solver, and Use Macro in Microsoft Excel. This level of the course is best suited for anyone who has some basic computer knowledge and wants to learn more advanced skills in Excel, high school and university students (plus two, undergraduate, etc.) who want to do coursework, and individuals who are already working as a Data entry and want to learn more advanced skills in Excel.

Completion Criteria

After fulfilling all of the following criteria, the student will be deemed to have finished the Module:

1. Has attended 90% of all classes held
2. Has received an average grade of 80% on all assignments
3. Has received an average of 60% in assessments
4. The tutor believes the student has grasped all of the concepts and is ready to go on to the second module.

Required Text Books

1. L.J. Ledger, "Excel 2022", Wiley.
2. Mike Girvin, "Ctrl + Shift + Enter: Mastering Excel Array Formulas", Holy Macro! Books.

Prerequisites

- Successfully complete the entrance test with score of at least 40% (for trainees directly applying to this level).
- Successfully complete the DWIT Training – Level 1 course (not applicable to trainees directly applying to this level).

Course Details

WEEK 1

OPTIMIZING DATA

- Sorting
- Filtering
- Naming Ranges

VISUALIZING DATA WITH BASIC CHARTS

- Create Charts
- Modify and Format Charts
- Analyzing Data with Pivot Tables, Slicers and Pivot Charts
- Resizing Images
- Creating a Pivot Table
- Analyzing Pivot Table Data
- Presenting Data with Pivot Charts
- Filtering Data using Slicers

GOAL SEEKING AND SOLVING

- What-If Analysis using Goal Seek
- Using Solver to Complete a What-If
- Adding Constraints to Solver

WEEK 2

MACRO AND CONDITIONAL FORMAT WITH CUSTOM RULES

- Apply Data Validation
- Working with Form and Controls

CUSTOM VIEW AND SCENARIOS

- Add Quick Access to Custom View
- Editing and Deleting Custom View
- Setting up A Set of Scenarios
- Displaying and Editing Different Scenarios

LABS

Lab assignments will focus on the practice and mastery of contents covered in the lectures; and introduce critical and fundamental problem-solving techniques to the students.

Advanced: Level 3

Nature of Course: Theory + Practical

Total Hours per Day: 2 Hours

Course Duration: 1 Week

Course Summary

The DWIT Training– MS Excel - Level 3 course is targeted for the beginners who want to perform data lookups, learn how to apply data validation, protect worksheet and workbook and consolidate data. This level of the course is best suited for anyone who has some basic computer knowledge and wants to learn more advanced skills in Excel, high school and university students (plus two, undergraduate, etc.) who want to do coursework, and individuals who are already working as a Data entry and want to learn more advanced skills in Excel.

Completion Criteria

After fulfilling all of the following criteria, the student will be deemed to have finished the Module:

1. Has attended 90% of all classes held
2. Has received an average grade of 80% on all assignments
3. Has received an average of 60% in assessments
4. The tutor believes the student has grasped all of the concepts and is ready to go on to the second module.

Required Text Books

1. L.J. Ledger, “Excel 2022”, Wiley.
2. Mike Girvin, “Ctrl + Shift + Enter: Mastering Excel Array Formulas”, Holy Macro! Books.

Prerequisites

1. Successfully completed the DWIT Training – MS Excel – Level 2 or obtained at least 40% score on the entrance exam.
2. The latter case applies for new students that are directly attempting this training.
3. Please note that this is a lab intensive course where the students will be expected to work on lab exercises for approximately half the duration of the session.

Course Details

WEEK 1

PERFORMING DATA LOOKUPS

- VLOOKUP: Syntax and Usage
- Using a Near Match in the Lookup
- Managing the Lookup Table
- Dealing with Missing Data in a Lookup

AUTOMATING WORKBOOK FUNCTIONALITY

- Apply Data Validation
- Work with Form and Controls

WORKING WITH MULTIPLE WORKSHEETS AND WORKBOOKS SIMULTANEOUSLY

- Use Links and External References
- Consolidate Data

Learning Outcomes

- Examine spreadsheet fundamentals and learn how to use Microsoft Office Excel.
- Make changes to a worksheet and a workbook.
- Use cell references to your advantage.
- Learn how to use formulae and functions.
- Make and edit graphs and charts.
- Sort and filter table data.
- Learn VLOOK UP functions
- Use pivot tables and charts to your advantage.