

TITLE: EXCEL FOR TEACHERS AND SCHOOL HEADS

Duration: 8 hrs (1 day)

A FIRST LOOK AT EXCEL

- Starting the Excel program
- The Ribbon description
- Entering numbers and text
- Default text and number alignment
- File creation, saving and retrieval
- Re-naming a workbook and worksheet

NUMBER FORMATTING

- Number formatting
- Decimal point display
- Comma formatting
- Currency symbol
- Date styles
- Percentages

MANAGING ROWS AND COLUMNS

- Freezing row and column titles

OVERVIEW OF EXCEL FORMULAS

- Creating formulas
- Easy way to create formulas
- Copying formulas
- Operators
- Formula error messages

INTRODUCTION TO EXCEL FUNCTIONS

- What is a function?
- Common functions
- Sum function
- Average function
- Rank function

- Max, MIN, MODE and Median functions
- The Frequency Function

CELL REFERENCING

- Relative cell referencing within in formulas
- Absolute cell referencing within formulas

REPORT PRESENTATION USING CHARTS AND GRAPHS

- Introduction to graphs and tables
- Types of spreadsheet graphs
- Creating different types of graphs for performance analysis
- Graph alignment and dressing
- Changing graph types

USING FUNCTIONS FOR DATA RE-ARRANGEMENT

- ❖ The CONCATENATE and AMPERSAND functions, The LEFT, RIGHT and MID functions
- ❖ The LEN, FIND and SUBSTITUTE commands

TEXTS CONVERSIONS AND ALIGNMENT

- ❖ The UPPER and LOWER functions
- ❖ Text arrangement and conversion using the TRIM and PROPER Functions

DATA SYNCHRONISATION AND ANALYSIS

- ❖ The simple IF function
- ❖ The indented IF function
- ❖ The COUNTBLANK function
- ❖ The COUNT, COUNTA and COUNTIF functions
- ❖ Data and texts retrieval for specific analysis
- ❖ The VLOOKUP and HLOOKUP functions

REPORT MANIPULATIONS AND PRESENTATION

- ❖ Conditional Formatting
- ❖ Data Validation and cells restrictions

PRESENTATION OF SCHOOL INFORMATION IN A SUMMARY DASHBOARD

- ❖ Basic performance ratios