



Developed by experts with decades of aggregated spreadsheet modelling experience, Excel® Fundamentals is an excellent course, suitable for both experienced spreadsheet modellers requiring a refresher course and new entrants to the spreadsheet modelling sector. Excel® Fundamentals offers participants insights into Excel's functionalities that are critical to developing highly effective and lower risk spreadsheet models.

Suitable For:

- Beginner**
- Intermediate**
- Advanced**

The Excel Fundamentals course addresses the following areas:

- **Navigating Excel®** - Understanding Excel's inherent structure and how the mouse and keyboard can be used to traverse the software and select cells / ranges;
- **Accessing Excel's tools** - Using file menus, file shortcuts and shortcut keys to access common Excel tools (e.g. Paste Special, Copy Down, Group, etc.);
- **Formula Creation** - Creating and copying simple formulae, understanding the difference between relative and absolute cell references, referencing cells on non-active sheets and / or workbooks, and creating more complex calculations using the Staggered Development Principle;
- **Range names** - Creating, editing and deleting range names, understanding when range names are deemed relative or absolute by Excel;
- **Formats and styles** - Understanding the difference between a format and a style, setting formats and styles and creating Excel defaults;
- **Mixing text and formulae** - Understanding the concept of a "mixed cell", creating complex live sentences and headings for reporting purposes, etc;
- **Conditional formatting** - Understanding its uses and limitations, using different types;
- **Controls and forms** - Concept of assumption entry interface, limiting a user's options through controls and forms, creating controls, understanding cell links, differentiating between Excel's Control Toolbox and Forms toolbars;
- **Grouping and hiding** - How to group and hide, considering the advantages / disadvantages of each;
- **Hyperlinks** - Accessing and creating hyperlinks within a document;
- **Security and protection** - Understanding Excel's security limitations, how to protect cells, worksheets and workbooks, understanding which properties may be protected;
- **Key Excel functions** - Illustrations of common functions such as IF, CHOOSE, INDEX, MATCH and OFFSET amongst others, discussion of volatile and non-auditable functions.

