The National Banking College, in collaboration with Applied-Excel Training Limited (UK), delivers a 3-modular skills based training in MS Excel 2007 for number crunching. The programmes are appropriate for all those whose daily chores involve the use of numbers including bankers and non-bankers alike.

Modules: The programme is delivered in 3 progressive modules: Module I; Module II; Module III.

Who should attend? In general, MS Excel is an essential working tool to any discipline that requires the use of numbers but more specifically for both existing and aspiring staff at all levels in both bank and non-bank financial institutions, including: Bank of Ghana, Universal Banks, Rural Banks, Insurance Companies, Insurance Brokers, Pension Fund Companies, Finance Houses, Savings & Loans Companies, Mortgage Companies, Stockbrokers, Unit/Investment Trust Companies, Susu Collectors
## Course Outline

### MODULE ONE

#### A first look at Excel
- Starting the Excel program
- What is the Active Cell?
- The Excel cell referencing system
- Entering numbers and text
- Default text and number alignment
- Adding a column of numbers
- Worksheets and Workbooks
- Saving a workbook
- Closing a workbook
- Creating a new workbook
- Opening a workbook
- Switching between workbooks
- Saving a workbook using another name
- Saving a workbook using a different file type

#### Help
- Getting help
- Searching for Help
- The Help 'Table of Contents'
- Printing a Help topic
- Alt key help

#### Using Excel

##### Selection Techniques
- Why are selection techniques important?
- Selecting a cell
- Selecting a range of connecting cells
- Selecting a range of non-connecting cells
- Selecting the entire worksheet
- Selecting a row
- Selecting a range of connecting rows
- Selecting a range of non-connected rows
- Selecting a column
- Selecting a range of connecting columns
- Selecting a range of non-connecting columns

##### Manipulating Rows & Columns
- Inserting rows into a worksheet
- Inserting columns into a worksheet
- Deleting rows within a worksheet
- Deleting columns within a worksheet
- Modifying column widths
- Modifying column widths using 'drag and drop'
- Automatically resizing the column width to fit contents
- Modifying row heights

#### Copying, Moving & Deleting
- Copying the cell or range contents
- Deleting cell contents
- Moving the contents of a cell or range
- Editing cell content
- Undo and Redo
- AutoFill
- Sorting a cell range
- Searching and replacing data

#### Worksheets

##### Manipulating Worksheets
- Switching between worksheets
- Renaming a worksheet
- Inserting a new worksheet
- Deleting a worksheet
- Copying a worksheet within a workbook
- Moving a worksheet within a workbook
- Copying or moving worksheets between workbooks

#### Formatting

##### Font Formatting
- Font type
- Font size
- Bold, italic, underline formatting
- Cell border formatting
- Formatting the background colour
- Formatting the font colour

##### Alignment Formatting
- Aligning contents in a cell range
- Centering a title over a cell range
- Cell orientation
- Text wrapping
- Format painter

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

#### Formulas & Functions

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

##### Functions
- What is a function?
- Common functions
- Sum function
- Average function
- Max function
- Min function
- Count function
- What are 'IF functions'?
- Using the IF function

#### Charts

##### Using Charts
- Inserting a column chart
- Inserting a line chart
- Inserting a bar chart
- Inserting a pie chart
- Resizing a chart
- Deleting a chart
- Chart title or labels
- Chart background colour
- Changing a column, bar, line or pie slice colours
- Changing the chart type
- Modifying Charts using the Layout tab
- Copying and moving charts within a worksheet
- Copying and moving charts between worksheets
- Copying and moving charts between workbooks

#### Customizing Excel
- Modifying basic options
- Minimising the Ribbon
- AutoCorrect options

#### Printing

##### Worksheet Setup
- Worksheet margins
- Worksheet orientation
- Worksheet page size
- Headers and Footers
- Header and footer fields
- Scaling your worksheet to fit a page(s)

##### Preparing to print a Worksheet
- Visually check your calculations
- Gridline display when printing
- Printing titles on every page when printing
- Printing the Excel row and column headings
- Spell checking
- Previewing a worksheet
- Comparing Workbooks side by side
- Zooming the view
- Printing options
 MODULE TWO

Manipulating Data, & Named Ranges
- Paste Special
- Transposing data
- Importing text and delimiting by space, comma or tab
- What does naming a cell range mean?
- Rules for naming cells and ranges
- Naming cell range(s) in a worksheet
- Named ranges within formulas
- Navigating through workbooks using named ranges
- Creating named ranges automatically based on cell values
- Deleting named cells/ranges
- Creating subtotals
- Removing subtotals

Templates
- Using templates
- Creating templates
- Opening and editing templates

Formatting & Display Techniques
- Formatting tables
- Formatting tables using table styles
- Formatting cell ranges using conditional formatting
- Creating custom number formats
- Freezing the top row
- Freezing the first column
- Freezing the top row and the first column at the same time
- Hiding and un-hiding rows
- Hiding and un-hiding columns

Sorting & Querying Data
- Sorting internal Excel databases
- Custom sort options
- Using AutoFilter to query data
- Multiple queries
- Removing filters
- Top 10 AutoFilter
- Filtering unique records
- Advanced Filter

Linking & Consolidating Data
- Linking individual cells within a worksheet
- Linking charts to data within a worksheet
- Linking a cell range on one worksheet to another worksheet (within the same workbook)
- Linking data on one worksheet to a chart in another worksheet (within the same workbook)
- Linking data from one workbook to another
- Linking a chart from one workbook to another
- Copying data from Excel into a Word document
- Linking data from Excel into a Word document
- Copying a chart from Excel into a Word document
- Linking a chart from Excel into a Word document
- Consolidating data over several worksheets or worksheet pages

Charts Formatting Techniques
- Changing the angle of pie chart slices
- Formatting the chart axis chart
s- Formatting the chart axis text orientation
- Creating and positioning a chart title
- Re-positioning a chart legend
- Re-positioning chart data labels
- Exploding the segments within a pie chart
- Deleting a data series within a chart
- Adding a data series to a chart
- Modifying the chart type for a defined data series
- Widening the gap between columns/bars within a 2-D chart
- Inserting an image into a 2D chart (as a background)
- Inserting an image into a 2D chart (to format a column or bar of data)

Protection & Security
- Specifying a password for opening a workbook
- Using the “read-only recommended” option
- Removing a password from an Excel workbook
- Protecting a worksheet or worksheet elements
- Removing workbook protection
- Allowing selective editing of a protected worksheet

 MODULE THREE

Functions
- Excel 2007 Functions
- Getting help about using a particular function
- TODAY
- DAY
- MONTH
- YEAR
- SUMIF
- ROUND
- COUNT
- COUNTA
- COUNTIF
- PROPER
- UPPER
- LOWER
- CONCATENATE
- FV
- NPV
- PMT
- PV
- RATE
- HLOOKUP
- VLOOKUP
- IF
- AND
- OR

Using one-input or two-input data tables / what-if tables
- Using a one input Data Table command
- Using a two input data table command

A first look at Pivot Tables
- Creating a PivotTable
- Dropping data into the Pivot Table
- Modifying data and refreshing the Pivot Table
- Grouping data within a Pivot table

Scenarios
- Scenario Manager - an example

ISERROR
- DSUM
- DMIN
- DMAX
- DCOUNT
- Nested functions

Showing a scenario
- Viewing an alternative scenario
- Create a scenario summary

Auditing
- Tracing precedent cells
- Tracing the dependants of a cell
- Displaying all formulas within a worksheet
- Adding comments
- Displaying comments
- Removing comments
- Editing comments

Macros
- Displaying the Developer tab
- Recording and running macros
- Lowering your macro security level
- Customizing the Quick Access Toolbar
- Changing the Quick Toolbar Macro icon
- Removing a macro icon from the quick access toolbar
- Raising your macro security level
Benefits of MS Excel Training Courses
As a professional in your field, you may already know the benefits of using MS Excel. There is a way to make it an even more powerful tool in the management of your business. The benefit of additional MS Excel training for your employees will give you a more efficient vision of your operation as well as improve your bottom line.

Smashing Spreadsheets
MS Excel offers the ultimate in spreadsheet creation. Time after time you can create, edit and improve upon spreadsheets created with Excel. The beauty of Excel’s spreadsheet programme is that it stands the test of time. Perfectly spaced columns and rows make reading your spreadsheet a breeze. There are many shortcuts people overlook when creating spreadsheets that are readily covered in MS Excel training courses.

Terrific Tables
MS Excel extends your table-creating abilities by allowing room to expand. Your text and images are guaranteed to remain in line and easily readable using Excel’s easy-to-use columns and rows. Many people don’t use the amazing tools and shortcuts available to them, simply because they don’t know they exist. Beginner Excel training courses cover all the bases and familiarizes your employees with these simple yet time-saving tips.

Marvelous Macros
The use of macros worries some business owners, but with MS Excel, you can easily set macro security levels to protect your company against viruses. Macros can be created to bypass a lot of time-consuming data entry functions, effectively improving the speed at which your employees complete every-day tasks.

Your employees will learn some basic macros and shortcuts with a good MS Excel Fundamental course that literally shaves minutes from their workload every day. These minutes turn into hours that total up to lost days per year, spent stumbling around in a digital jungle. The worst part is that you are paying them to do nothing. Recapturing these hours will improve your company’s efficiency.

Safety & Security
Information security is a major factor in all businesses today. Even a small amount of training will teach your employees to create top notch passwords and how to password-protect your valuable documents in MS Excel. A beneficial tool taught in Fundamental MS Excel training courses walks your employees through effectively securing documents in just a few easy steps.

Course Schedule & Fees

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All programmes are held at National Banking College and commence at 9.00am
Course Fees:
Course fees include courseware, lecture notes and lunch.

Course Delivery Schedule

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<th>Module</th>
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<tr>
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<td>4th – 17th June 2010</td>
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<td>II</td>
<td>12th – 15th July 2010</td>
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<tr>
<td>III</td>
<td>16th – 19th August 2010</td>
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