Excel Training

By Kevin Yeh

Daberistic Financial Services

www.daberistic.com

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Objectives this morning

- Basics of working with a spreadsheet

- Planning a spreadsheet

- Data

- Charts

- Printing

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When to use spreadsheets?

- To import data

- To record data

- To manipulate data

- To analyse data

- To present data in a meaningful way

- To design forms

- To create mathematical/financial tools

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Basics of a spreadsheet

- Sheets
- Columns
- Rows
- Cells
- Naming
- Hide/Unhide – sheet, columns, rows
- Formatting

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Planning a spreadsheet

- Plan on a piece of paper the sheets you would like to have

- Order
  - Instructions first
  - Most important in the front
  - Logical sequence

- Design to prevent errors

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Data

- Headings
- Sub-headings
- Row headings
- Use colour to great effect
- Working with lists
- Lock/unlock cells
- Protection

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Charts

- Plan where charts are going to be
- Various chart types
- Insert charts
- Chart title
- Axis
- Data labels
- Chart design

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Printing

- Think before you print

- Preview before you print

- Can print to PDF

- The outcome should be easy to read

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Examples

- New Medical Aid client list.xls

- Daberistic Wealth calculators.xls

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