

# Master the Code of Microsoft Excel

Boost Your Confidence by Uncoding the  
Hidden Secrets of MS Excel

---

---

MENTOR

MS. SOPHIA PERSAD



# MICROSOFT EXCEL – SKILLS MEASURED



Become a master of MS Excel. Powerup your skills, and unlock your potential in MS Excel

# Master the Code of Microsoft Excel

## Mastering the Code of MS Excel

This course measures competency in the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions, and creating charts and objects.

The course covers the ability to create and edit a workbook with multiple sheets and use a graphic element to represent data visually. Workbook examples include professional-looking budgets, financial statements, team performance charts, sales invoices, data entry logs and more



# Structure of On-Demand Series of Workshops

This workshop series has six modules. Students can choose the most relevant module(s) they would like to enrol in.

There are no prerequisites.

It is open to anyone who is interested in becoming professionally trained in MS Excel.

Each module is 3 hours and will be delivered online via zoom.

Resources are provided to all students, including a handbook, demonstration videos, lecture notes, and class recording.

# Crack the Code of Microsoft Excel

1

Manage worksheets and workbooks

2

Manage tables and list

3

Perform operations by using formulas and functions

4

Manage charts

5

Manage and format data

6

Sorting and filtering importing text files, text to columns, and flash fill

# Module 1:

## Manage worksheets & workbooks

### Key Learning Outcome:

Format worksheets and workbooks through modification, adjustments and customization.

### Key Topics:

- Modify page setup
- Adjust row height and column width
- Customize headers and footers

### Customize options and views

- Customize the Quick Access toolbar
- Display and modify workbook content in different views
- Freeze worksheet rows and columns
- Change window views
- Display formulas



# Module 1: Continued

## Key Learning Outcome:

Format worksheets and workbooks through modification, adjustments and customization.

## Key Topics:

Configure content for collaboration

- Set a print area
- Save workbooks in alternative file formats
- Configure print settings

# Module 2:

## Manage tables and list

Key Learning Outcomes:  
Manipulate data in worksheets

Key topics:

- Paste data by using special paste options
- Fill cells by using AutoFill
- Insert and delete multiple columns or rows
- Insert and delete cells

Format cells and ranges

- Merge and unmerge cells
- Modify cell alignment, orientation, and indentation
- Format cells by using Format Painter
- Wrap text within cells
- Apply number formats
- Apply cell formats from the Format Cells dialog box
- Apply cell styles
- Clear cell formatting



# Module 3:

## Perform operations by using formulas and functions

Key Learning Outcomes:  
Insert References

Key topics:

- Insert relative, absolute, and mixed references

Calculate and Transform data

- Perform calculations by using the AVERAGE (), MAX (), MIN (), and SUM () functions
- Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions

# Module 3: Continued

## Key Learning Outcomes: Insert References

### Format and modify text

- Format text by using RIGHT (), LEFT(), and MID() functions
- Format text by using UPPER (), LOWER (), and LEN () functions
- Format text by using the CONCAT () and TEXTJOIN () functions
- Look up data by using the VLOOKUP(), HLOOKUP(), functions

# Module 4:

# Manage charts

Key Learning Outcomes:  
Create Charts

Key topics:

- Create charts
- Create charts sheets

Format Charts

- Apply chart layouts
- Apply chart styles
- Create PivotTables

# Module 5:

## Manage and format data

(PRIOR EXPERIENCE WITH MS WORK IS HIGHLY  
RECOMMENDED FOR THIS MODULE)

Key Learning Outcomes:  
Combining Data from Multiple Sources

Key topics:

- Linking to data in other workbooks
- Consolidating data
- Protection
- Password protect a worksheet and workbook
- Unlock cells and protecting part of a worksheet



# Module 6:

## Sorting and filtering importing text files, text to columns, and flash fill

### Key Learning Outcomes:

Sort and Filter Data, Clean Data 1: Data Tools

### Key topics:

- Sort –Single, Multiple Levels, by Color, Columns.
- Filter –Hide rows based on criteria, Copy Filtered data
- Using TXT and CSV files,
- Import Wizard, Merging Multiple Excel Files,
- Changing Text to Numbers and Numbers to Text,
- Text to Columns and Flash Fill

# Payment: Cost per Module

Current UWI student and staff - TT\$250 /US\$38

Non-UWI student - TT\$300 /US\$48



## Earn a certificate of completion

When you finish all six modules, you'll earn a certificate that you can share with prospective employers and your professional network.

# CONTACT US

Call on us today for further assistance:

Faculty of Social Sciences Summer Office

Phone – (868) 662-2002 Ext. 82675

E-mail [STA-FSS.SummerSchool@sta.uwi.edu](mailto:STA-FSS.SummerSchool@sta.uwi.edu)

