



Delegate Pre-Requisites

All delegates should have a sound knowledge of building formulae using operators and functions together with the use of range names.

Delegates should be able to use absolute and relative referencing and be familiar with autofill techniques or have attended the **Excel - The Basics** course available

Course Duration

This is a One Day Course

Course Details

Courses commence at 9:30 a.m. through to 4:30 p.m.

A laptop computer is provided for each delegate attending on this packed programme to try out the tips and techniques demonstrated

All delegates will receive Training Courseware to refer to during the course, together with a Course Attendance Certificate

Schedule Courses

Off-site scheduled courses are available at a location near you - this course is available on our current programme - call our team for more details

Corporate Courses

On-site Corporate courses are available - you provide the Conference Room ... we bring everything else!

Modular Courses

Bite-sized 'modular' courses are available where you can build your own day course covering the topics that suit you - these are half day modules that you can mix and max



Excel Beyond the Basics

Target Audience

Aimed at regular users of Excel, this comprehensive one day event will look at a wide range of features, functions and tricks to help you manage large and complex workloads, be more productive and save time

The Content

Absolute Rows & Columns

Range Names

Data Consolidation

Tables

- * The Table Design Tools
- * Calculated Columns
- * Removing Duplicates
- * Converting to a Range

Sorting & Filtering

- * The filtering tools
- * Date Filters
- * Colour Filters
- * Icon Filters
- * Using Custom Filter
- * Sorting Data using Custom Lists

Pivot Tables

- * The new Pivot Table Design Tools
- * Changing the Structure
- * Filtering in Pivot Tables
- * Using the Slicer Tool (*version 2010 + only*)
- * Using Grouping
- * Multiple Values
- * Subtotals & Grand Totals
- * Pivot Table Styles & Report Layouts
- * Seeing the Details using Drill Down
- * Report Filter Pages
- * Calculated Fields
- * Creating a Macro to quickly create a Pivot Table

Creating a Pivot Chart

- * Why use Pivot Chart?
- * Pivoting your Chart & The Charting Tools
- * Using Sparklines feature (*version 2010 + only*)

Subtotalling & Outlining

- * The Functions available
- * Multiple Sub-Totals
- * Using the Outline feature

Conditional Formatting

- * An introduction to Conditional Formatting

Standardising Workbooks

- * Data Validation
- * Protecting areas of a Worksheet

Lookups

- * Using VLOOKUP and HLOOKUP

Using MATCH and INDEX

- * Why use MATCH and INDEX?

Data Validation

Logical Functions

- * IF and Nested IF Statements
- * SUMIF
- * COUNTIF
- * Using AND, OR Functions

Macros

- * An introduction to Macros

Visual Basic for Applications

If you want to learn more about creating and editing macros, we offer several Visual Basic for Application courses - call our team for more information!

Call our team 01527 836840



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