



Excel Education Track - Virtual Classroom

Excel Beyond the Basics

Virtual Classroom Set-Up

When setting up our Virtual Classroom, we have striven to offer the same quality of customer experience as attained through our 'face to face' training environment

Take a look at the great feedback on our **About Virtual Classrooms** tab
<https://fasttrackcomputertraining.co.uk/about-virtual-classrooms>

The Fast Track Virtual Classroom is currently choosing Microsoft Teams as the main Conference platform. Therefore, before joining the Virtual Classroom you will need to download Microsoft Teams.

Delegate Pre-Requisites

All delegates should have a sound knowledge of building formulae using operators and functions.

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.

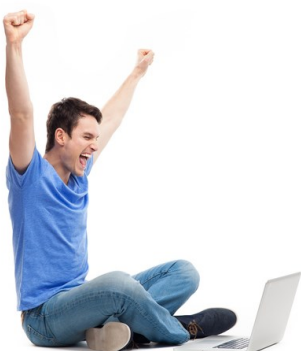
All delegates will receive Training Courseware following the courses in pdf format together with a Course Attendance Certificate

Corporate Courses

Virtual Classroom Corporate courses are available

Modular Courses

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



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 produc-

The Content

Using Absolute Referencing in Formulae

- * Cell Absolutes
- * Partial Absolutes - Row & Column
- * Tips and Tricks
- * The Formulae Auditing Tools

Range Names

- * The benefits of using range names
- * Rules for creating range names
- * An alternative to using absolute referencing
- * Creating range names from headings
- * Using range names to navigate
- * Pasting range names into a formulae
- * Tips & Tricks

Data Consolidation

- * Consolidating data across worksheets
- * Consolidating data across workbooks
- * Creating links

Sorting

- * The pitfalls of sorting - tips & tricks
- * Removing empty columns / rows quickly using select blanks feature
- * Sorting Data using Custom Lists
- * Multi-level sorting

Subtotalling & Outlining

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

Data Tables

- * The Table Design Tools
- * Using the total row feature
- * Filters in tables
- * Removing Duplicates
- * Calculated Columns

Conditional Formatting

- * An introduction to Conditional Formatting
- * Highlight cell rules
- * Top & Bottom rules
- * Data Bars
- * Colour Scales
- * Icon Sets

Pivot Tables

- * The Pivot Table Design Tools
- * Changing the Structure / Pivoting
- * Using SUM, AVERAGE, MAX, MIN, COUNT
- * Subtotals & Grand Total
- * Grouping data by Date
- * Grouping data by Value
- * Grouping data by Text
- * Running Totals
- * Percentages
- * Pivot Table Styles for quick formatting
- * Report Layouts - Compact, Outline & Tabular
- * Filtering Pivot Tables using Slicers
- * Seeing the Details using Drill Down
- * Calculated Fields
- * Using Show Report Filter Pages to offset reports to separate sheets

Creating a Pivot Chart

- * The benefits of Pivot Charts
- * The Pivot Chart Design Tools

Lookups

- * VLOOKUP and HLOOKUP
- * Error trapping using IFERROR
- * Nesting IFERROR with VLOOKUP and HLOOKUP

Logical Functions

- * The IF Function
- * Nesting multiple IF's
- * Nesting IF with AND, OR Functions
- * SUMIF
- * COUNTIF

Call us on 01527 836840

FAST TRACK
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Our team will be happy to give you the options and pricing

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