

# Excel Professional

Inspire, develop, *Excel...*



Learning with a difference...

## Benefits

- Heighten your corporate image with professionally polished spreadsheets
- Increase effectiveness and productivity
- Share workbooks while maintaining control of changes

## Course content

- Customise the formats you apply to your data
- Consolidate data
- Import external data and use text to columns
- Effortlessly change the view of your spreadsheet and save the settings
- Enhance your formula capacity: use IS functions, nested formula functions
- Tidy text values: use text functions to change letter case
- Allow workbooks to be edited by multiple users at the same time
- Keep track of who changes what
- Produce easy to use forms
- Speed up tiresome, time consuming procedures with the use of macros

## Course overview

Excel has many wonderful productivity features that can be exploited to make you more productive. Join our advanced course and aspire to be the local Excel guru!

We emphasise formulas so that you develop your expertise in building formulas that do what YOU want, that provide different answers depending on the data, that change the way the output is presented and that help you to create accurate, correct spreadsheets.

You will practice ways of using external data, bring together results from different spreadsheets and reduce time-wasting actions. After the course you will be able to design attractive, intuitive forms and change the way Excel works, to suit YOU. You will also learn how to easily share work with colleagues and share while editing the data, even as you keep track of who changes what.

## Duration

1 day  
9:30 - 16:30

Refreshments are provided on arrival, mid morning and mid afternoon.  
A buffet style lunch is also provided.

## Book Now

Call our Sales team on  
01295 253253

Experience our tried and tested training methods; have fun while you learn and most importantly - apply what you have learnt in the workplace with free support service after you have completed your training!

*"I am still learning"*

- Michelangelo

## Other courses we offer

- What-if Analysis with Excel
- Statistics with Excel
- Finance for Non-Financial Managers
- Excel Visual Basic

## What our customers say about our courses

*"Brilliant course - thank you!"*

*"I feel confident now to write more complex formulas"*

*"Fantastic, I thoroughly enjoyed the course"*



People Productivity &  
Specialist IT Training



Trelawn House, 34 North Bar  
Banbury, Oxfordshire, OX16 0TH  
Telephone: +44 (0)1295 - 253 253  
Fax: +44 (0)1295 - 253 255  
Email: [sales@baselinegroup.co.uk](mailto:sales@baselinegroup.co.uk)