



Advanced Excel

Inspire, develop, *Excel...*



Learning with a difference...

Benefits

- Increase effectiveness and productivity
- Make crucial business decisions confidently
- Produce professional spreadsheets
- Automate routine tasks to save time

Course content

- What-if Analysis: Goal Seek, Solver, Scenarios, Data Tables
- Customise Excel: Custom Formats, Custom Views, Macros
- Analyse Data: PivotTables, Subtotals, Consolidate Worksheets
- Import external data and use Text to Columns
- Enhance your formula capacity: tidy text values, multiple functions in one formula, IS functions, count and total data conditionally and the payment function
- Present data visually using charts
- Manage larger spreadsheets using grouping and outlines
- Allow workbooks to be edited by multiple users and keep track of who changes what
- Produce easy to use forms
- Learn top tips and tricks in Excel

Course overview

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

If you need to make important business decisions you want to consider the various possibilities; use Excel's specialised what-if analysis tools so you can have confidence in your numbers.

You will broaden your formula knowledge, giving you greater calculation powers not to mention more accuracy. Learn how to design attractive, intuitive forms making data entry easier for yourself or others.

Packed with tips and tricks to enhance performance and eliminate time-wasting tasks. Summarise, organise and manage your data easily and perform recurring tasks and processes in a click.

Delegates attending this course should ideally be comfortable with navigating Excel and the basic functionality, especially using formulas and functions - knowing how to use the IF and VLOOKUP functions would be highly beneficial.

Duration

2 days
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



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