

## Microsoft® Excel

### Advanced One Day Course

This training course aims to give experienced users of Microsoft Excel knowledge of the more advanced commands and functions and how to apply them in solving their own business problems. The course will provide the participants with an opportunity to explore templates, pivot tables and analysis tools.

#### Course Outline

##### Customising Excel

Creating a Custom View  
Showing a Custom View  
Deleting a Custom View  
Customising the Ribbon  
Creating your own Ribbons  
Excel Options  
Advanced Custom Lists

##### Workbook Databases

Database Terms  
Creating a Database  
Sorting Tools & Data  
Data Filtering  
Custom Autofilters  
Advanced Filtering

##### Outlines, Subtotals & Consolidation

Automatic Outlining  
Manual Outlining  
Subtotals  
Data Consolidation

##### Pivot Tables

Creating a Pivot Table  
PivotTable Toolbar  
Managing Pivot Table  
Grouping Items  
Creating a Chart from a Pivot Table  
Goal Seek  
Solver

##### External Data

The Query Toolbar  
Creating a Query from Excel  
Updating and Modifying Queries

##### Templates

Creating a Workbook Template  
Templates Folder  
XLStart Folder

##### Advanced Charting Features

AutoFormats  
Adding and Deleting Chart data  
Trend Lines  
Combination Charts  
Picture Charts  
Changing Values

##### The Scenario Manager

Creating a Scenario  
Editing a Scenario  
Summaries  
Merging Scenarios

##### Macros

Recording Basic Macros  
Running Macros  
Assigning Macros

**These hands-on courses include refreshments and course materials**

The course will begin at 9:30am and finish by 4.30pm.

**For an information pack, or to book courses, please telephone:**

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**or visit our website: [www.ComputerCourses.co.uk](http://www.ComputerCourses.co.uk)**