



Microsoft® Excel Advanced Course – One Day

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