

This hands-on course is designed to further enhance the skill of experienced Excel users. Delegates will be introduced to the techniques associated with analysis and manipulation of data in spreadsheets, including pivot tables and database functions, recording macros and creating workgroup templates.

Pre-requisites

To fully benefit from this course, attendees are expected to be confident users of Excel and be familiar with the topics covered in the Excel Core course, particularly simple Formulae and Functions.

Who Would Benefit

Regular users of Excel. Especially, those who need to be able to analyse data and use data across different workbooks.

Duration: One day

Objectives

On completion of the course, delegates will be able to:

- Work with multiple spreadsheet workbooks
- Dynamically link worksheets and workbooks using more complex formulae and consolidation tools
- Work with lists and manipulate data using sort and filters
- Understand and utilise some of Excel's more advanced functions
- Use logical functions

Course size: Maximum 6 delegates

Course Content

Review Core Course Content

Formulae · Absolute Addressing · Formatting · Auto sum · Shortcuts

Using Large Worksheets

Splitting the Window · Removing Split Windows · Freezing/Unfreezing the Panes

Working with Multiple Worksheets

Using Multiple Worksheets · Navigating between Worksheets · Selecting Worksheets · Renaming Worksheets · Selecting Multiple Worksheets · Inserting/Deleting Worksheets · Printing Selected Worksheets · Copying/Moving Worksheets · Using Grouped Worksheets · Moving Data between Worksheets · Copying Data between Worksheets · Creating 3-D Formulas

Using Multiple Workbooks

Opening Multiple Workbook Windows · Tiling Open Workbook Windows · Copying Data between Workbooks · Saving a Workspace · Linking Workbooks · Opening Linked Workbooks

Consolidating Worksheets

Consolidating Worksheets · Consolidating by Category/Position

Creating Named Ranges

Using named ranges in Formulas · Creating Named ranges · Deleting Named Ranges · Applying Named Ranges to Formulae.

Managing Data in Lists

Sorting Lists · Sorting in Ascending/Descending Order · Finding Data · Replacing Data · Using Quick Sort · AutoFilter · Auto Subtotalling

More Functions

IF Function · VLOOKUP Function · Nested IF