



EXCEL ADVANCED LEVEL TRAINING

T: 01252 406420

E: training@dunston.it

W: www.dunston.it

LEARN TIME SAVING FEATURES OF EXCEL

Consolidate & Advance Your Skills

The Advanced level of Excel will consolidate existing knowledge and extend awareness of Excel's advanced features. Complicated features are explained and demonstrated and you will complete the course with the knowledge you are using Excel to its maximum potential.

Time Saving Features

By having information in one workbook available to use in others you can save time completing updates.

Use pivot tables to quickly create a useful table that summarises a list of data.

Scenario Manager makes it quick and easy to compare different possibilities without having to copy into a separate sheet.

The biggest time savings are made by customising the ribbon buttons to bring the commands you need to a convenient place. You can also use macros to enable a regular multi-step task to be run by a single click.

COURSE INFORMATION



One day Microsoft Excel training courses are *£195 plus VAT and include:

- Microsoft Certified Trainer
- Maximum of 8 delegates per course
- An assigned workstation for the day
- Printed reference book
- USB stick with course material
- Course certificate
- Lunch and refreshments
- Free parking

* A discounted rate of £165 plus VAT is applicable for courses booked by the Early Bird Booking Deadline

ASPECTS OF EXCEL YOU WILL COVER

Review of intermediate skills

File linking

- Referencing different sheets in the same workbook
- Referencing external workbook files

Functions

- Lookup functions
- Logical functions
- Nested IF functions

Data Consolidation

PivotTables

Scenario Manager

Solver

Forecasting

Data Validation

Security of the worksheet

- Protecting cells and worksheets
- Hiding cells and sheets

Customising Excel

- Toolbars
- Recording and editing Macros



DUNSTON IT

Solutions House, 161 High Street, Aldershot, Hampshire, GU11 1TT

Tel: 01252 406420 Email: training@dunston.it Website: www.dunston.it