

Advanced Course – Formatting and Management

Course Outline

Recap of Exploring Further Functionality Course

- Revision exercise

Summarizing and analyzing your data

- Outlining Data
- Using Tables
- String formulae
- Pivot Tables
- Pivot Charts

Advanced Formatting

- Customized number formats
- Using Styles
- Using Templates
- Protecting your workbook and worksheets

Working with external data

- Import and Exporting data
- Linking data

Further workbook management

- Formulae auditing
- Track changes
- Recording and running a macro

Is this the right level for you?

This course is suitable for delegates who have previously attended an Excel Intermediate course or feel confident moving around a workbook, working with worksheets, using Absolute Cell References and functions in formulae, filtering and sorting data and can confidently print their worksheets. You now wish to move on to using advanced functionality to further improve your efficiency and speed when working in Excel.

What will you be able to do?

The aim of the course is to provide delegates with the skills to learn further skills to manage and analyse large amounts of data in a worksheet. Formatting workbooks to manage and protect their contents along with an introduction to Macros.

Training Process

Delegates will be asked to carry out exercises during the training to reinforce their knowledge.

Booking Details

Email: training@firstpointconsultants.co.uk

Telephone: 01923 547420

Website: www.firstpointconsultants.co.uk

Duration

3 hours tuition

Course Reference

FCP/Excel 2013/Advanced/HD02