

Advanced Microsoft Excel

Duration: 1 Day

Venue: Cardiff

Book Today Become an MS Excel Expert

Overview

On this course you will be taught some of the more advanced functions of MS Excel allowing you to create and use pivot tables as well as protect your spreadsheets and set security rights. You will also learn how to set and run macros saving you time and effort. You will also be shown how to customise Excel to your own specifications and share documents.

Who should attend

This course is for those who require a higher level of skill with MS Excel's more technical functions. You will need a strong existing knowledge to of Excel in order to attend this course. This course is also suitable for anyone studying for the ECDL Advanced qualification.

What's Next

ECDL

ECDL Advanced

Content

Worksheets

- Customise Worksheets and Toolbars

Analysing Data

- Analysing Data: 'What If?'
- Produce a Data Table
- Scenario Manager and Solver
- Create and use a Pivot Table

Macros and Custom Controls

- Record and Run a Macro
- Working with Macros and Custom Controls

Security and Proofing

- Security Features: Passwords
- Working with Digital Signatures
- Checking Spelling
- Protecting Worksheets and Files
- Data Validation

Customising Excel 2003

- Configuring Excel options
- Customising the Excel environment
- Working with Workspaces

Collaboration and Consolidation

- Sharing and Sending Workbooks
- Consolidation—summarize workbooks

Book Now

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