

Microsoft Excel Advanced – 1 Day

This course is aimed specifically at regular users, particularly those who need to interrogate larger spreadsheets and manipulate the data that they contain. It is assumed that attendees are able to write simple formulae and have an awareness of absolute & relative cell referencing.

The course is not suitable for people who have limited experience using Excel

In this course the following areas will be covered, we can also teach this content in either Excel XP or 2003:

Section One: Getting the most from your data

- Getting the most from your data
- Pivot Tables
- More About Pivot Tables
- Exploring Scenarios
- What If Analysis

Section Two: Advanced Excel Tasks

- Creating & using Shared Workbooks
- Using Custom AutoFill lists
- Linking, Consolidating & Combining

Section three: More Excel Functions

- Excel and Hyperlinks
- Saving Workbooks as Web Pages
- Getting Data from the Internet
- Excel and Office Servers

Section Four: Advanced Excel Tasks

- Creating and Using Shared Workbooks
- Using Custom AutoFill Lists
- Using the VLOOKUP Function
- Linking, Consolidating, & Combining Workbooks



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