



62-64 New Road
Basingstoke
Hampshire
RG21 7PW

Tel: 01256 323223
Fax: 0871 4335592



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Microsoft Excel Advanced

Introduction Microsoft Excel is the world's leading Windows spreadsheets, combining worksheet, graphics and database functions with sophisticated presentation facilities.

Objectives To consolidate existing knowledge and extend awareness of Excel's advanced features. To understand how to produce data models using tools such as Scenario Manager and Pivot Tables. To take control of data entry by protecting and hiding cells and customising toolbars.

Designed for Existing users. Participants should have attended our "Microsoft Excel Intermediate" course or attained a similar level of proficiency.

The material covered in the Excel Advanced will provide delegates with the necessary knowledge to sit the MOUS Excel Expert exam.

Duration One day.

Topics

- Review of basic skills
- File linking
- Referencing different sheets in the same workbook
- Referencing external workbook files
- Functions
 - Lookup functions
 - Logical functions
 - Nested =IF functions
- Data Consolidation
- Scenario Manager
- Solver
- PivotTables
- Forecasting
- Data Validation
- Security of the worksheet
- Protecting cells and worksheets
- Hiding cells and sheets
- Customising Excel
- Toolbars
- Recording Macros

Follow-up Individual consultancy and tuition as required.

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01256 323223

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