



Overview

At The IT Training Surgery we know that making time for learning new skills to improve your performance can be a challenge. We have developed a series of Microsoft Excel Half Day Courses so that your teams can learn what they need in half day bursts.

Courses run at your premises and on your own computers.

Who should attend?

This course is for PA's, Administrative Assistants, Virtual Assistants, Office Managers and anyone who uses Excel as a database for lists or calculations.

Requirements

Attendees must be confident adding text and numbers to Excel and be able to do basic calculations.

Aim

By the end of the course you will be able to sort and filter data so that you can focus on the information you wish to get out of Excel.

What will I learn?

In particular you will be able to:

- The Ribbon and Quick Access Toolbar
- Setting up a spreadsheet for data
- What is a list?
- Sorting
- Filtering
- Format as a table

- Calculated fields
- Conditional Formatting
- Subtotals
- Introducing Pivot Tables

Time Table

Session 1

- The Ribbon and Quick Access Toolbar
- Creating a list
- Adding rows and columns
- Headings
- Sorting and Filtering
- Conditional Formatting
- Subtotals

Session 2

- Format as a Table
- Table Totals
- Calculated Columns
- Introduction to Pivot Tables



Next step:

To find out more about this course and any others, call **020 8203 1774** or visit www.theittrainingsurgery.com