



## 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 and needs to create and use more than a simple sum.

## Requirements

Attendees must be confident users of Excel and able to create a formulae and use Autosum.

## Aim

By the end of the course you will be able to use a variety of functions to calculate your data

## What will I learn?

In particular you will be able to:

Conditional Processing

- If statement
- Hlookup
- Vlookup
- SumIF
- SumIFS
- CountIF

- CountIFs
- AveragelF
- AveragelFs

### Text Functions

- Concatenate
- Trim
- Left
- Right
- Upper
- Substitute
- Paste Special

## Time Table

### Session 1

- If Statements
- HLookup and VLookup
- SumIF
- CountIF
- AveragelF and the plurals
- SumIFs
- CountIFs
- AveragelFs

### Session 2

- Concatenate
- Trim
- Substitute
- Left
- Right
- Upper
- Paste Special



## Next step:

To find out more about this course and any others, call **020 8203 1774** or visit [www.theittrainingsurgery.com](http://www.theittrainingsurgery.com)