



Overview

At The IT Training Surgery we know that making time for learning new skills to improve your performance can be a challenge. Courses run at your premises and on your own computers.

Who should attend?

Anyone who has been using Excel for budgets and managing information.

Requirements

Delegates must be confident in using a mouse. Additionally you must have used Excel before and be familiar with entering formula and using absolute cell references (see our Excel Essentials and Intermediate Outlines).

Aim

By the end of the course, you will be confident in using some of Excel's more advanced features. You will be able to do more complex "what if" scenarios and use conditional formula and pivot tables to manipulate information.

What will I learn?

In particular you will be able to:

- Move around a spreadsheet speedily using range names and even use them in formula to make them easier to read
- Use the auditing feature to check where the errors such as DIV?0 or NAME come from
- Create calculation based on conditions.
- Use Hlookup and Vlookup functions

- Use Filters and Pivot Tables to help manipulate your data to find only the data you are interested in and make it easier to read
- Create macros to automate your work
- Assign a button on a toolbar to a macro to make it easier to use

Time Table

Session 1

- Recap: Partial Absolute Cell References
- Using Paste Function
- Good Design Principles
- Range Names
- Auditing Your Worksheet

Session 2

- Conditional Processing using the IF Function
- Vlookup or Hlookup

Session 3

- Recap: Pivot Tables

Session 4

- Introduction to Macros, running and recording Macros
- Relative v Absolute
- Assigning a Macro to a button on a toolbar



Next step:

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