



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 used Excel before to create and alter simple spreadsheets.

Requirements

Delegates must be confident in using a mouse. Additionally you must have used Excel before and be familiar with using formulae for simple calculations, for example, AutoSum, basic formatting and autofill to quickly copy formulae.

Aim

By the end of the course you will be confident in going beyond the basic features in Excel. For example using multiple sheets, linking them to create formulae across sheets, use common functions such as Average and IF statements and manage data in an Excel database.

What will I learn?

In particular you will be able to:

- Protect part of your spreadsheet to avoid deleting formulae
- Create and work on more than one worksheet
- Copy part of your Excel spreadsheet to a Word document and have any changes made in Excel updated in the Word document

- Use features such as average, minimum and maximum to create statistical information
- Create a calculation based on a condition
- Extract specific information from an Excel database.

Time Table

Session 1

- Recap on Formulae and Absolute Cell References
- Design Principles
- Range Names
- Protection

Session 2

- Using Multiples Worksheets
- Grouping across Sheets
- Linking Formulae across Sheets
- Pasting Excel to Word (with and without links)

Session 3

- Using the Paste Function
- Common Functions: Average, Min and Max
- Using Basic IF Function
- Using CountIF



Next step:

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