

## Course Outline

### **Excel Advanced -- 1 day**

One of the most popular pieces of business software in use today is the spreadsheet. It will produce business information such as sales, targets, (which can be printed as statistical tables or as charts), cash flow and projected profit/loss accounts.

#### **Course Description**

This course is designed to cover some of the more advanced features of Excel 2000, XP or 2003 which are not covered on the Introductory and Intermediate courses.

It can also be run as a consultancy style workshop to customise Excel applications for individual companies.

#### **Course Objectives**

By the end of the course delegates will have covered

- **Using Functions**
  - Statistical/Financial
  - Conditional Logic
  - Text Functions
  - Joining Different Types of Information Together
- **Creating & Applying Lookup Tables**
- **Pivot Tables**
  - Fields, Items & Categories
  - Creating and Updating
  - Pivot Tables
  - Manipulating Pivot Data
- **Problem Solving**
  - Scenario Manager
  - Data Tables
  - Solver
  - Audit Toolbar
- **Circular References**
- **Customising Number Formats**
- **Editing Macros**
- **Embedding/Linking Objects**
- **Importing Documents**

Train-IT.co.uk offer one-day introductory and intermediate courses in Excel.

For further details contact our training staff on 0870 345 9551