

MICROSOFT EXCEL TRAINING

General MS Office Overview

Introduction (1 day course)

- Word
- Excel
- Access
- PowerPoint
- Outlook

Microsoft Excel

Introduction (half day course)

- Creating a new spreadsheet/workbook
- Saving as a number of different formats
- Formatting rows and columns
- Spell checking
- Using Auto Sum
- Using basic formulas and functions
- Merging and more advanced formatting
- Using different number types
- Selecting print areas

Intermediate (half day course)

- Using the IF statements
- Inserting headers and footers
- Using COUNT IF statements
- Using COUNTA statements
- Using AVERAGE statements
- Using conditional formatting
- Using charts and graphs
- Creating hyperlinks
- Sorting Data
- Linking cells and tables

Advanced (1 day course)

- Using VLOOKUP
- Using Macros
- Using 'Paste Special'
- Using the 'Find and Replace' tool
- Using the 'Reviewing' tools
- Filtering data
- Password protecting your spreadsheets and cells
- Validating data
- Grouping data
- Pivot table and pivot chart reports

Costs:

All the above courses are priced at £200 per day, per person or £100 per half day, per person.

If you would like to book us to provide a training course for a number of people within your establishment, please contact us to discuss a reduced price.

Other information:

All attendees will be provided with course notes and an array of handouts. These documents can be used as manuals when working in 'the real world'. All training will include two trainers. One will deliver the training while the other will 'walk the floor' and give one-to-one support to individuals.

Please contact us if you would like more information with regard to this service...