

EXCEL COURSES



CORE KNOWLEDGE

Provide more tools to manipulate data easily, such as naming ranges, using date/time and IF functions, linking sheets and books, standard database tools such as sorting and filtering, working with multiple sheets and creating 3D formulas.

Level:

For intermediate levels

Prerequisites:

Excel – The Basics, knowledge of basic formulas and functions as well as absolute cell reference (these topics are taught on The Basics and Getting to grips with Basic Formulas & Functions).

Audience:

Most suitable for people who work daily with Excel and need to create and manage simple tables and databases efficiently. This course, along with The Basics, provides most tools that Excel users need to perform daily tasks.

Aim:

of this course is to provide students with more tools to manipulate data easily, such as naming ranges, using date/time and IF functions, linking sheets and books, standard database tools such as sorting and filtering, working with multiple sheets and creating 3D formulas.

Overview:

Module 1: Named Ranges and Functions

- Creating and using named ranges
- Working with Dates/Time functions
- The IF function
- Sorting Data
- Filtering Data

Module 2: Basic Databases

- Understanding the concept of databases
- Sorting
- Filtering

Module 3: Linking and Protecting

- Linking cells, sheets and books.
- Managing broken links
- Inserting a Hyperlink
- Protecting sheet content
- Protecting the file

Module 4: Arranging Large Data on the Screen

- Freezing Columns
- Splitting the Window
- Hiding Columns

Module 5: Working with Sheets

- Inserting / deleting / naming / moving / copying sheets
- Creating a group of sheets
- Creating a 3D Formula

Venue:

Advantage
Training Centre

46 Grey Street,
Palmerston North,
Manawatu 4410

Duration:

Full day