

I.T. Training

Optimising your Business with Microsoft Excel



Version: Microsoft Excel 2003
Duration: ½ Day
Requirement: Basic knowledge of MS Excel

Content:

Aimed at people who want to use Excel to help them manage their business, this course looks at how to build spreadsheets for cashflow, forecasting, data handling and analysis.

This course will cover the following subjects:

- Understanding and creating common formula
- Creating formula to analyse data
- Inserting and deleting rows and columns
- Formatting your spreadsheet for maximum impact
- Sorting and filtering data in excel
- Subtotaling data
- Printing large workbooks

Progression: Using Excel as a Database, ½ day course
Excel Data Handling, 1 day course
Excel Macros, 1 day course

Outcome: To be able to create and populate spreadsheets for a variety of tasks, using appropriate formula, functions and formatting for presentation purposes and ease of use.

MS Word, MS Outlook, MS Access and MS Publisher will be covered in future Saturday courses.