

McMillan Bird

Excel Workshop 4 (Advanced)

Duration: 1 day

Course Aim:

The aim of the course is for the attendee to learn about the advanced features of Excel that help automate and customise a single or multi-user spreadsheet environment.

This course is for users that have completed Workshop 2 and Workshop 3 or have a good working knowledge of Excel.

Learning Outcomes

At the completion of this course participants will be able to:

- Use the advanced filter command
- Consolidate data from multiple worksheets
- Analyse statistical data with the histogram tool
- Use Excel's Database functions
- Customise views and save multiple print settings
- Create simple keyboard macros and execute from buttons
- Create styles and templates
- Import and export data
- Audit track dependencies and errors
- Control data validation and workbook auditing
- Use the goal seeker, scenario and solver add-ins

Training