

Advanced Excel

Large spreadsheets can be hard to manage. Worksheets with hundreds or thousands of records can make data analysis daunting, and complicated formulas can prevent you from changing a sheet with confidence. This workshop will demystify difficult spreadsheets and make them easier to manage with powerful tools. Find out how to:

- Calculate without formulas
- Turn thousands of records into summary reports in seconds
- Navigate through hundreds of rows or columns with a single keystroke
- Link records together in separate tables or documents
- Format spreadsheets in a fraction of the time ... **and lots more.**

Length: **1 DAY** | Time: **9:00AM-4:30PM** | Workshop ID: **43** | fee: **\$350.00 + GST/PERSON**

HIGH SPEED DATA ENTRY

- Discover tools for speeding up data entry: auto complete, autofill, fill down and others.

SELECTING & NAVIGATING WITH KEYS

- Discover tools for navigating and selecting: Extend select, Go To and many keyboard shortcuts.

CREATING FORMULAS FUNCTIONS

- Learn fundamentals of formulas and functions and graduate to nested functions and megaformulas.

MANAGING LARGE SHEETS

- Master tools for managing large sheets: Arrange, split and hide windows, Zoom, Hide and Freezing.

PRINTING

- Discover advanced techniques for making big spreadsheets printable on 8.5 x 11 paper.

NAME AND LABEL RANGES

- Discover how range names make formulas and worksheets easier to manage.

SETUP DATA FOR ANALYSIS

- Discover the most effective method of laying out data for easy analysis and avoid analysis errors and pitfalls.

SORTING AND FILTERING DATABASE AND LISTS

- Master techniques for sorting and filtering worksheets.

SUBTOTALING AND OUTLINING

- Learn to subtotal and outline your data without formulas.

ANALYSIS WITH PIVOT TABLES

- Find out why Pivot Tables are the most powerful reporting tool in the world.

VLOOKUPS AND REFERENCES

- Discover how to combine information that is stored in separate sheets.

USING STYLES

- Save hours of fiddly formatting by learning styles.

IMPORTING & EXPORTING

- Learn to open, read and analyze non-Excel data.

COLLABORATING WITH EXCEL

- When sharing data with colleagues, find out how to track each other's changes.

MACROS

- Learn how to use Macros to record procedures and simplify cumbersome tasks.

Who Should Attend

We assume you have worked with Excel or have taken an introductory Excel course. You should be able to create a simple formula, set a print range and format the font style in a cell. If you are not yet comfortable with Excel basics, we suggest you first take our one-day Excel fundamentals workshop.

CALL NOW OR VISIT OUR WEBSITE TO REGISTER

Toronto (416) 929-8324 (Dial 1 For Customer Service)
Toll Free 1800-654-3251
Register Online <http://www.edtech.ca/course.asp?id=43>