

Intermediate Excel

Master the vital tasks of Microsoft Excel with this thorough, easy to follow workshop. Step by step lessons make it easy to learn the skills you need to be most productive. This is a follow up workshop to our Excel Introductory workshop with many new tools and tips to help you master Excel. You will learn how to

- build worksheets and work with data from other files,
- format with less effort,
- customize and automate Excel and discover hidden options, and
- master techniques for sorting, filtering and summarizing data.

LENGTH: 1 DAY | TIME: 9:00AM-4:30PM | WORKSHOP ID: 87

FORMATTING

- Learn to use styles for formatting, master number formatting and discover conditional formatting.

SELECTING & NAVIGATING WITH KEYS

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

CREATING FORMULAS FUNCTIONS

- Master functions and understand complex calculations.

MANAGING LARGE SHEETS

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

NAME AND LABEL RANGES

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

SETUP DATA FOR ANALYSIS

- Discover how to layout data for easy analysis and avoid 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 CHARTS

- Discover how to create and format charts to visually present your data.

IMPORTING & EXPORTING

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

MACROS

- Learn how to automate repetitive work with Macros.

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 all the Excel fundamentals, we suggest you first take our one-day Excel introductory workshop.

CALL NOW OR VISIT OUR WEBSITE TO REGISTER

Toronto
Toll Free
Register Online

(416) 929-8324 (Dial 1 For Customer Service)
1800-654-3251
<http://www.edtech.ca/course.asp?id=87>