

# PROCOMP SOLUTIONS LTD

Quality Guaranteed Computer Training

## INTERMEDIATE MICROSOFT EXCEL Course Specification



Lookup

IF()

NOW()

Consolidate

Choose

3D Sheets

Naming

Database

Subtotals

"I want to be able to Manipulate and Create Numerical 3D Data Spreadsheets and be able to use the Database Functions within Microsoft Excel". Simple spreadsheets can be made more powerful, by the vast range of functions and facilities available within Microsoft Excel. This course uses these items to enhance your spreadsheets, and to add Database Capabilities to them. Large Spreadsheets will benefit from the Naming of Cells and Ranges, to interrogate the Spreadsheet by using English instead of Cell References. You can also use English within your functions, by literally typing the cell or range name, and the data will appear.

### Hands on

Throughout this course you will have full access to a PC. The "Hands On Exercises" will guide you through the creation of enhanced functional Spreadsheets.

This course is designed to further the basic spreadsheet users understanding of Microsoft Excel. The emphasis is on using the spreadsheet to work on specific problems and to illustrate techniques for proper data organisation. Exercises Include:

- Using English instead of Spreadsheet Jargon
- Create 3 Dimensional Spreadsheets and use Data Consolidation
- Using Lookup Tables to change Data Throughout your spreadsheet
- Creating a Simple Macro to automate processes
- Creating a Database using Excel, and Automating reports generated from it.

### Course Benefits

You will gain the ability to create Intelligent Spreadsheets and be able to manipulate your Data by using Microsoft Excel's Database Functions. These functions are fully compatible with Microsoft Access and can be imported and exported as required.

In this "Hands on Course", you will gain the necessary skills to build effective and exciting Spreadsheets. You will learn to use the powerful capabilities of Excel to interrogate Spreadsheets using Data and Numeric Formulae. You will be able to Filter, and Subtotal information at the touch of a button.

### Course Details

Duration 1 Day

Cost £150.00 + VAT - PP

Location Pelham Business Centre  
Grimsby

Follow Up Course Advanced Excel

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### Course Content

- Naming Cells and Ranges
- What IF? Analysis using IF() Functions
- Stacking and using Multiple IF Statement
- Using the LOOKUP function as an alternative To IF Statements
- Advanced Function usage
- Using Date & Time Functions
- Screen control via zooming, freezing and Splitting panes
- Adding Views to the Excel system
- File and Cell Linking
- Data Consolidation
- Inserting and Deleting Worksheets
- Grouping Worksheets
- Multiple Worksheet Data Entry
- Excel Database Fundamentals
- Creating Database File Structures
- Using Data Forms
- Setting Data Criteria
- Sorting Data
- Using AutoFilters
- Advanced Charting
- Annotating Charts by using the Drawing Tools
- Introduction to Macro Recording



### You Will Learn How To:

- Place sheets on top of each other, spear through and act upon the data mathematically.
- Manipulate Worksheets by Copying, Inserting, Deleting, Moving and Entering Data into multiple sheets.
- Create Date and Time Functions
- Use a Lookup Table to change multiple data cells simply by updating the Table.
- Add Cell, Sheet and Workgroup Protection
- Automate processes, by using simple Macros.
- And much more

To Book your Course, Please Telephone Andrew on 01472 321703 or 07812 456820

### PROCOMP SOLUTIONS LTD

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