Jenny Labbett Computer Services
Making the most of Microsoft Office

Excel Advanced

Six half-day workshops.

Pre-requisites

All delegates are expected to have the following skills prior to attending any of the advanced workshops:

• creating simple formulae and functions

• understanding relative and absolute cell addressing

• naming cells

• creating and customising toolbars

All these topics are covered in the Excel Introduction course (two half-days) or in the half-day refresher Excel "Bridge" training session.

About the workshops

There are six workshops, each focussing on a different aspect of Excel. A delegate attending more than one workshop does not need to attend them in any particular order.

All the workshops last 3 hours and are strictly limited to 6 delegates. Delegates will receive training notes and a set of practice files.

Workshop 1: Spreadsheet security

Who is the course for?

Anyone who wishes to make their Excel spreadsheets more secure and less prone to errors.

HALF-DAY (3 hours)	Main topics covered:
	• spreadsheet design
	• creating control totals
	• locking cells
	• protecting workbooks and worksheets
	• using the auditing toolbar
	• adding comments to cells
	• data validation
	• conditional formatting
	• passwording Excel workbooks

www.jennylabbett.co.uk

Jenny Labbett Computer Services
Making the most of Microsoft Office

Workshop 2: Data analysis

Who is the course for?

Anyone who needs to maintain and analyse data held in a list will benefit from understanding how Excel can be used to sort, analyse and cross-tabulate information quickly and easily.

Although exercises are provided, delegates may bring their own data. Time and suitability permitting, this data may be used as part of the training.

HALF-DAY (3 hours)	**Main topics covered:** • whether to use Excel or Access for data analysis • creating a list in Excel • using a form in Excel to enter data into a list • sorting and filtering data • getting Excel to calculate subtotals • using pivot tables to create cross-tabulations

Workshop 3: Linking worksheet data

Who is the course for?

Anyone who needs to use or aggregate data held in a number of different spreadsheets.

Although exercises are provided, delegates may bring their own data. Time and suitability permitting, this data may be used as part of the training.

HALF-DAY (3 hours)	**Main topics covered:** • linking worksheets using formulae • using the Consolidate command to aggregate data in multiple spreadsheets

www.jennylabbett.co.uk

Jenny Labbett Computer Services
Making the most of Microsoft Office

Workshop 4: Advanced functions

Who is the course for?

Anyone who wishes to use some of the advanced text and number functions in Excel, including VLOOKUP, which allows the user to create look-up tables.

HALF-DAY (3 hours)	**Main topics covered:** • IF statements • SUMIF • COUNT (including COUNTA, COUNTBLANK and COUNTIF) • VLOOKUP

Workshop 5: What-if analysis (data modelling)

Who is the course for?

Anyone who is responsible for budget projections or resource allocation will find the Scenario Manager tool useful. This feature allows the user to create and compare different scenarios of data, such as best- and worst-case assumptions.

Although a detailed exercise is provided, delegates may bring their own data. Time and suitability permitting, this data may be used as part of the training.

(Please note that this is not a workshop on IF statements, which are covered in workshop 4.)

HALF-DAY (3 hours)	**Main topics covered:** • Scenario Manager

Jenny Labbett Computer Services
Making the most of Microsoft Office

Workshop 6: Using macros

Who is the course for?

Anyone who would like to use simple macros to automate their worksheets. For example, if a user needs to regularly produce grouped and subtotalled data from a list, a macro could be recorded to do this. The macro could then be activated by clicking on a toolbar button.

(Please note that this is not a workshop on Visual Basic programming.)

HALF-DAY (3 hours)	Main topics covered: • an overview of using macros in Excel • recording a macro • running a macro • assigning a macro to a toolbar button • deleting and managing macros

www.jennylabbett.co.uk