

Jenny Labbett Computer Services

Making the most of Microsoft Office



Excel “Bridge”

A half-day refresher course.

Who is the course for?

Anyone who has a basic working knowledge of Excel and who wishes to attend one of the advanced Excel workshops. It covers some topics which are covered in the Excel Introduction course, but which are essential for proceeding to the advanced training.

HALF-DAY (3 hours)	<p>Main topics covered:</p> <p><i>Formulas and functions</i></p> <ul style="list-style-type: none">• writing formulas correctly• using functions correctly• understanding the difference between formulas and functions <p><i>Relative and absolute cell addressing</i></p> <ul style="list-style-type: none">• how and why to make cell references absolute• understanding the difference between relative and absolute• copying formulas and functions correctly <p><i>Naming cells</i></p> <ul style="list-style-type: none">• how to name cells and cell ranges• the three reasons for naming cells• how to delete named cells• how to list cell names in the worksheet <p><i>Creating a customised toolbar</i></p> <ul style="list-style-type: none">• how to create and maintain a toolbar• the advantages of creating toolbars• some useful toolbar buttons
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