



Advanced Excel

A one day, 5 star rated course from the Marketing Training experts



Advanced Excel Course

This is a one day training course that takes you through some of the more advanced features of Excel

Microsoft Excel is probably one of the most widely used programmes, that is currently not used to its full potential, by its majority of users.

It is an extremely powerful and versatile tool that enables easy data manipulation, process automation and report generation to name a few.

This course will show you how and when to use features and functions within Excel to help you get the most of your data efficiently.

The course covers Excel 2010/2013/2016 (Also Excel 2011 for Mac). You are welcome to bring along an Excel spread sheet that you are working on.

Suitability - Who should attend?

This course is designed for people who are currently using Excel within their work and have a good understanding of the basic data manipulations and formulas and want to expand on this.

Prices and Venue

Manchester Science Park: £245 + VAT

2 Delegates: £450+vat

3 Delegates: £600+vat

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

Good overview of Excel and lots of good tips to take back to the office. The course covered everything I wanted and The Trainer was great. Would Recommend.
Nicky Roberts | British Council

Private & One to One courses

We offer private and one-to-one courses throughout the UK. Please email or call us with your preferred venue, number of delegates and any requests.

Google

5.0 ★★★★★

No more than 6 Delegates

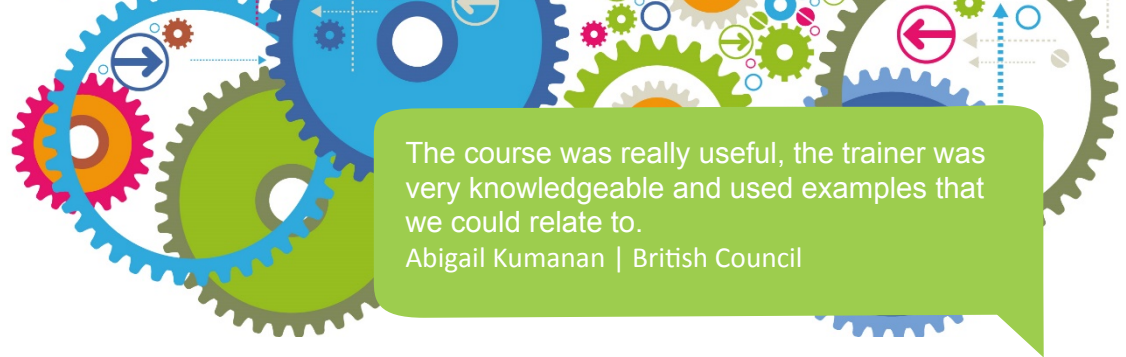
5 Star Rated courses

Practice led learning

3 months online support

Lunch & refreshments provided





The course was really useful, the trainer was very knowledgeable and used examples that we could relate to.
Abigail Kumanan | British Council

Advanced Excel COURSE OUTLINE

This Course will teach you how to use the features and functions of Excel to efficiently create useful spreadsheets and reports

Formatting

- Cell Styles, Tables & Conditional
- When to use formatting
- Implementing formatting

Protection

- Implementing protection
- Allowing access to editing
- Controlling what can be edited

Templates

- Creating templates
- When to use templates
- Editing templates

Validation

- Control data entered

- Creating Dropdowns

Vlookups & Lookups

- What are Vlookups
- What are LookUps
- Creating Vlookups & lookups
- When to use Vlookups & lookups

Pivot Tables

- What are Pivot Tables
- Using Pivot Tables
- Creating Pivot tables
- Manipulating Pivot tables

Recording Macros

- What are Macros
- When to use Macros
- Creating Macros
- Assigning Macros

How to book

To reserve your place on our Presentation Skills course, simply pick your preferred date and location, and send us an email or give us a ring.

Or if you prefer, we offer private and In House training on request.

Email: info@mtraining.co.uk

Call: 0161 226 6032

Or visit: www.mtraining.co.uk

We offer group booking discounts for two or more delegates.

