



Advanced Excel Course

A 5 Star Rated course from the
Training experts





Advanced Excel Course

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

Introduction

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.

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.

Who would benefit from this course?

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.

Classroom & Virtual Classroom Courses

We offer this course as a classroom based course and as a live, interactive online course.

Our classroom courses are run as public courses at the venues shown below or as a private course anywhere in the UK.

Our online Virtual Classroom courses are available for people anywhere in the world with internet access. You will be able to see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses.

No More Than 6 Delegates

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Notes

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

Public Course Venues and Prices

	1 Delegate	2 Delegates
Manchester:	£245 + VAT	£450 + VAT
Birmingham:	£245 + VAT	£495 + VAT
Online	£190 + VAT	£320 + VAT

Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £590 and Online From £190 (half day) or £350 (full day). Please email or call us with your preferred venue, number of delegates and any requests.

Google

5.0 ★★★★★

I found the course very informative and thorough and have put my learnings to immediate use.

Having a small number in the class helped.

The course covered everything I wanted to know and will certainly save me some hours going forward.

Sandra Muir
Vita Group



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

For private courses the course content can be adapted to suit your requirements.
Please contact us to discuss your requirements.

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

To book please see next page

Google

5.0 ★★★★★

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





Advanced Excel Course

Why Choose M Training's Advanced Excel Training Course

- Run by an experienced trainer
- This course is limited to 6 places, so you are guaranteed personal support throughout the day
- 5 Star Rated in Google and Facebook and post course reviews.
- Convenient locations in Manchester, Leeds, Liverpool and Online.
- Choose from public, one to one and private group courses
- Detailed course notes provided
- Lunch & refreshments provided
- Certificate of achievement

Private and One-to-One Courses

One-to-one and private group courses are available from £590 for a one day classroom course and from £190 (half day) or £350 (full day) for a private online course .

These courses are ideal if you cannot make one of the set course dates or if you want a more advanced course or different course outline/focus.

One-to-one and private group courses can be run anywhere in the UK, at our Manchester office or via Virtual Classroom online.

How to book

To reserve your place on our 1 Day Advanced Excel course, Simply pick your preferred date and book on our website, send us an email or give us a call.

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.

The course was really useful, the trainer was very knowledgeable and used examples that we could relate to.

Abigail Kumanan
British Council