

Duration:	1 Day
Membership:	Users of MS Excel who would like to develop their skills beyond a basic level would be ideally suited to undertake this course. The course is specifically designed to give delegates further insight into the mathematical capability of Excel and so those attending the course must be able to create basic formulas competently.
Objectives:	<p>On completion of this course delegates will be able:</p> <ul style="list-style-type: none">• To appreciate features of Excel that will enhance normal working (eg Add-ins)• To apply useful number, logical, text and date functions in Excel (eg IF, VLOOKUP, EOMONTH)• To reference information from other worksheets and/or workbooks• To perform advanced editing task• To implement security and auditing procedures• To utilise the summarising features of Excel (eg Outlines)• To analyse data using dynamic Pivot Tables• To use Excel to perform a “what if?” scenarios (Goal Seek, Solver) with or without the use of the course notes.
Structure:	Each course will consist of 4 sessions divided into modules of work.
Content:	<ul style="list-style-type: none">• Worksheet practicalities• Functions• Auditing etc• 3D Maths• Summarising features• Protection and views• Pivot tables• What If? and scenarios
Pre-requisites:	Delegates should be confident with the skills covered in both of our MS Excel Foundation (1021 & 1022) courses
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