

Excel - Express

Category: Microsoft Office, Microsoft Excel

Range Names

- Create Range Names
- Navigate Using Range Names
- Print Range Name Areas
- Create Formulae Using Range Names

Advanced Functions

- Advanced Functions such as IF, Nested IF's, CountIF, VLookups, ISERROR, Data Calculations

Text to Columns and Concatenate

- Use Convert Text to Columns to Separate Cell Content
- Join Content of Two or More Cells Using Concatenate

Conditional Formatting

- Apply shading and formats to cells by setting up conditions.
- Creating Conditions using Formulae
- Sorting by Colour

Database Functions

- Working with the AutoFilter feature
- Advanced Filters
- Data Form
- Sub Totals

- Data Tables

Pivot Tables

- Create Pivot Tables
- Group Data in Pivot Tables
- Show Pages

About SquareOne

SquareOne is among the UK's leading providers of IT training to businesses of all shapes and sizes. Our company pledge is to deliver inspiring, motivational and cost effective training which brings about tangible improvements in productivity. Through our training solutions, individuals are able to gain lifelong skills and realise their full potential whilst clients achieve their corporate goals.

Course Objectives

This course was created to show people how to use the clever Microsoft Excel Data Manipulation Features. We have found that these are the most popular features we show on our courses and we have therefore created this new and exciting course to help you get the most out of Microsoft Excel quickly.

Course Duration

1 Day

Our course timings are 09:30 - 16:30.

Course Contents

The subjects listed on the left are an outline. If there are any additional subjects you wish to cover, please feel free to call us prior to the course. All of our courses can be tailored to meet your business needs.

Training Locations

Our open classroom courses are held in Merseyside where we have state of the art training facilities. We also provide in-house training solutions at any office location in the UK or Europe. We frequently deliver training in Liverpool, Wirral, Blackpool, Manchester, London, Chester, Warrington, Leeds, Cardiff, Birmingham, Edinburgh, Bristol, Sheffield, Glasgow, Leatherhead and Aberdeen as well as in European countries such as France, Switzerland, Germany, Sweden, Norway and Ireland.

Software Versions

We offer training solutions for all versions of Excel - 2003, 2007, 2010, 2013 and 2016.

Related Courses

- Excel Level 1
- Excel Level 2
- Excel Level 3
- PowerPoint Level 1
- Word Level 1

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

T: +44 (0)151 650 6907

E: enquiries@squareonetraining.com