

Excel Training Time Well Spent



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**Understand
formulas for
easy, accurate
calculations**



A worksheet is simply a collection of numbers and text until you define some kind of relationship among the various entries. To create the relationship, you can use formulas. Most worksheets are created to provide answers to specific questions ie Are expenses over or under budget? How many employees are on holiday in June? You can answer these questions, and an infinite number of others, by using Excel formulas.

**Easily create
stylish and
professional
spreadsheets**



Spreadsheets are a communication tool, they are meant to be read and understood. Well designed spreadsheets not only look good, they're also easy to understand. Choose a good font, define your headings, add some colour. In our introductory course, you gain the skills needed to create Excel spreadsheets and apply sophisticated formatting to capture and present your data.

**Use Excel's
Flash Fill to
quickly and
accurately
enter data**



Flash Fill is ideal if you need to separate a column of data ie first and last names, part names and numbers, or any other data into separate columns.

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**Get to grips
with your data
with Quick
Analysis**



Use the Quick Data Analysis tool to instantly create different types of charts, apply a table style, create PivotTables, quickly insert totals, and apply conditional formatting.

**Speed up your
work with
shortcuts for
every task**



Keyboard shortcuts are extremely useful for purposes of improving your speed and productivity when working with Excel. Although Excel has built in keyboard shortcuts, you can also create your own.

**Create charts
quickly and
easily for
maximum
impact**



When an Excel spreadsheet contains a lot of data, it can often be difficult to interpret. Charts allow you to illustrate your workbook data graphically, making it easy to visualize comparisons and trends. Book on to our Excel Intermediate course on 23 May to find out more.

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**Spot trends
with conditional
formatting and
sparklines**



You can quickly see the relationship between a sparkline and its underlying data, and when your data changes you can see the change in the sparkline immediately. In addition to creating a single sparkline for a row or column of data, you can create several sparklines at the same time by selecting multiple cells that correspond to underlying data

**Sort and filter
data to find
the answers
you need**



Excel is an amazing tool for analyzing data, with Sort and Filter being some of the most commonly used features to help you. To change the order of your data, you'll want to sort it. To focus on a specific set of your data, you can filter a range of cells or a table. Join our Excel Intermediate course to learn more.

**Customise
Excel to match
how you work**



Customizing Excel can help you work more efficiently from the start. You can personalize the ribbon to arrange tabs and commands in the order you want them, hide or unhide your ribbon, change Excel's background colour and even add animation to your worksheets.

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**Use Excel's
IF functions
with ease**



The IF function is one of the most popular and useful functions in Excel. When you have a big, ugly spreadsheet, logical formulas can help you make sense of it all by looking for results or patterns that you specify. Book onto our bite-size Excel workshop to learn the ins and outs of the logical formulas like IF Statements.

**Make sense of
your complex
data with
PivotTables**



Excel's Pivot Tables enable you to quickly create concise reports from large data sets, spot trends by consolidating information and display results for multiple variable questions - plus you can easily create Pivot Charts to visually represent your data. Stop writing complicated formulas, creating multiple worksheets, and using Sort and Filter commands - and make Pivot Tables do the work for you!

**Master Excel
macros and
automate all
your repetitive
tasks**



If you've ever thought, "there must be a better, faster way" to handle repetitive tasks in Excel, then join our Recording Excel Macros workshop. Excel Macros are one of the most powerful, yet least understood and most underused tools, in Excel. This hands-on session will show you how to start increasing your efficiency with Microsoft's number one spreadsheet program.