

EXCEL TIMESAVING FEATURES

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COURSE LENGTH: 1.0 DAYS

This course is designed for current users of Microsoft Office Excel who have already mastered the fundamentals covered in our Excel: Essential Skills course.

Our aim is to provide you with the necessary skills to produce well-designed spreadsheets. We will introduce many timesaving features using quick keys and short cuts.

In this course we cover features such as:

- Reducing the amount of typing by grouping worksheets together.
- Using formula that evaluate a condition and perform the appropriate calculation.
- Naming cells to minimize errors in formulae and to remove the need to redo these formulae when you add or remove rows or columns of data.
- Creating customised number and date formats.

- Database utilities to quickly generate sub totals, filter lists, and create reports for subtotalling categories from a list.
- File and data protection to avoid accidental corruption.

It is important that you use your new skills as soon as possible on completion of this training course. We encourage you to take your own notes, and to review this Course Guide once you are back at your workplace.

This course in conjunction with Excel Essential Skills covers the material examined in the MOS Excel Core Examination.

EXCEL TIMESAVING FEATURES COURSE OUTLINE

FOREWORD

This course concentrates on introducing attendees to some of the more productive tools and time saving features of the program. It focuses on how to build accurate spreadsheets that survive changes without errors.

OUTCOMES

MODULES

WEB LINKS

- [View this course online](#)
- [In-house Training Instant Quote](#)