PROFESSIONAL DEVELOPMENT TRAINING

09 884 0762

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1.0 DAY COURSE

Excel Timesaving Features

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.

What You'll Gain:

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

Lesson 1: Arranging Windows
No matter if you use a single monitor or multiple ones, find out how to effortlessly view your information at a glance. Includes splitting panes and hiding workbooks.

Lesson 2: Best Use of Multiple Worksheets
Fed up with updating each sheet individually? Discover how to make changes across your whole workbook and create simple formulas to summarize figures from various worksheets.

Lesson 3: Linking Spreadsheets
Enter values or formulas once and link them to save time.

Lesson 4: Conditional Functions
Show Excel how to test your data and decide on what actions to take if it passes or fails the test.

Lesson 5: Conditional Formatting
Create rules that determine the format of cells based on their values or how they compare with other values on your sheet.

Lesson 6: Creating Customised Formats
Customise your dates and numbers to display exactly as you want them.

Lesson 7: Validating Data in a Worksheet
Learn how to add a dropdown list in a cell. Stop text being entered when it should be a number or a date.

Lesson 8: Protecting Workbooks and Worksheets
Stop accidental edits or deletions to your spreadsheets and workbooks.

Lesson 9: Creating Templates
Save time by creating templates with all your formulas and worksheets fresh, clean and ready to go.

Lesson 10: Subtotalling Data
Quickly tally up groups of items in your lists, all with the click of a button.

Lesson 11: Formula Auditing
Discover how to easily trace a formula throughout your worksheet.

Talk to our expert team

Phone: 09 884 0762

Email: enquiries@pdtraining.co.nz