

DURATION: One day Tutor-led groups at your premises

SUITABLE FOR: This course is for anyone who wants to gain the skills necessary to create a basic macro, collaborate with others, audit and analyse worksheet data and import and export data.

Aims & Objectives

- You will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets and share Excel data with other applications..

Pre-Requisites

- Before starting this course, it is recommended that you take the Microsoft Office Excel Level 2 course.

About this Course

Introduction & Workshop Objectives

Lesson 1: Streamlining Workflow

- Update Workbook Properties
- Create and Edit a Basic Macro
- Apply Conditional Formatting
- Add Data Validation Criteria

Lesson 2: Collaborating with other Users

- Protect Files
- Share a Workbook
- Set Revision Tracking
- Review Tracked Revisions
- Merge Workbooks

Lesson 3: Auditing Worksheets

- Trace Cells
- Troubleshoot Invalid Data and Formula Errors
- Watch and Evaluate Formulas
- Create a Data List Outline

Lesson 4: Analysing Data

- Create a Trendline
- Create Sparklines
- Create Scenarios
- Perform a What-If Analysis
- Create a One and Two Variable Table

Lesson 5: Working with Multiple Workbooks

- Consolidate Data
- Link Cells in Different Workbooks
- Edit Links

Lesson 6: Importing and Exporting Data

- Export Excel Data
- Import a Delimited Text File



For more information or to book please call **020 7256 6668** or email enquiries@gbclearning.co.uk