

McMillan Bird

Excel Workshop 3

Duration: 1 day

Course Aim:

The aim of this workshop is to cover the tools and functions that will equip the attendee to develop spreadsheet data models that contain complex formulas and functions that link multiple worksheets/workbooks and to generate detailed reports from lists of data.

This course is ideal for those that have completed Workshop 2 and are ready to learn more advanced features.

Learning Outcomes

At the completion of this course, participants will be able to:

- Identify when to use absolute and relative cell addressing
- Use the options in Paste Special
- Create formulas to link one or more worksheets
- Create formulas to link one or more workbooks
- Understand how to recognise and fix errors
- Use Lookup and IF functions
- Sort, group and subtotal lists of data
- Use outlining grouping to collapse and expand data
- Query and filter a list of data
- Create and update pivot tables and pivot charts

Training