MSC Computer Training

Training Course Specification
Course: Excel Advanced Module 2 (Versions 2007 to 2016)
Duration: 3 hours

Aims and Objectives of the workshop

Delegates will build on basic knowledge of a spreadsheet application or the fundamentals and move on to more complex formulae and other more advanced Excel features.

At the end of the workshop delegates will feel confident in using the more advanced aspects of Excel

WHO SHOULD ATTEND:

People who are fully conversant with using formulae in an excel

EXPERIENCE NEEDED:

Delegates should be fluent in the use of multiple sheets, absolute references and other Excel formulae.

Course Content[1]

Formatting data as a table

Using **Pivot tables** to analyse data quickly

Use **Advanced Conditional Formatting** to format whole rows

Validate data entry to restrict the value of data inserted into cells and use drop down lists to ensue consistent data entry

Related courses: Excel Introduction, Excel Intermediate

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[1] You can choose from the list to create your own course