WHITE HORSE computer training

Who is this for?

You are probably already using Excel for day to day tasks and are happy with constructing basic formulae, such as adding, multiplying, dividing and subtracting. You may need to now produce some simple statistics and require more complex list management and analysis.

What does it cover?

This course takes you to the next level with tools, ideas and techniques to make your own worksheets more manageable and simpler to understand, then leads onto developing worksheets for others to use considering topics such as controlling data entry, good layout ideas and protecting formulae. The second part provides more in-depth coverage of using Excel as a simple database and introduces some easy to use data analysis tools, along with a few time saving tips and tricks.

How long is it?

One day as a group, or can be split into several sessions if required for individuals.

Where is it run?

On your site, at home, or via one of the venues we use.

I'm interested …

Just email us on enquiries@whitehorsect.co.uk or visit www.whitehorsect.co.uk to get in touch.

Course content

Simplify your formulae

Understanding named ranges
Creating and modifying a range
Log and document your named ranges

Using & linking multiple worksheets

Adding, removing & renaming worksheets
Colour coding your sheets
Copying and moving sheets
Linking worksheets together
  ♦ *point & click*
  ♦ *pasting a link*
Grouping worksheets
Creating formula across worksheets

Spreadsheet decision making

Why and where to use this?
Using IF() function to determine a decision
Adding more criteria – introducing AND() & OR()

Lookup data from other sheets

Start simple – using LOOKUP()
Introducing VLOOKUP()

A little more error checking

Decoding Excel's error messages
Using the IFERROR() function
Using IF() to suppress errors

Worksheets for others – techniques of robustness

Control the input with data validation
Keep your formulas safe - applying worksheet protection
Good worksheet design considerations
Adding a comment to a cell

Using Excel as a database

Rules for a good database
Sorting on single and multiple levels
Filtering with the simple filter
Specific text, date and number criteria
Using Advanced Filtering
  ♦ *Setting the criteria*
  ♦ *Copying to another location*
Creating a data table

Summarising data

Using SUMIF(), COUNTIF(), AVERAGEIF()
Using simple sub totals
Creating a pivot table
Updating the results
Creating a pivot chart

Some tips and tricks

Using the paste special features
Basic worksheet auditing tools
Moving columns and rows