

Making the Most of Excel

Seminar Overview

This half day hands-off seminar is designed to enable you to make the most of Excel but take up less of your time. It is an effective alternative to traditional hands-on class-room based courses, saving you money, cutting your learning time in half and at the same time increasing your efficiency and productivity.

The seminar includes time saving tips, tricks and shortcuts as well as many powerful features you may not even know were there. It is essential for anyone who wants to get the best out of Excel.

Detailed seminar notes, workbook and data files are emailed at the end of the seminar allowing you to review and practise what you have learned in your own time and at your own pace.

The seminars are run under Windows and are suitable for users of 2007, 2010, 2013 and 2016.

Seminar Prerequisites

This seminar is suitable for a range of delegates from those with only a basic working knowledge to those who use Excel regularly. At a minimum, delegates should understand that a spreadsheet is made up of columns and rows; be able to select one or more cells; enter text and numbers and be able to open, close and save files.

Seminar Content

The Excel Screen

Make sure you know the key areas of the Excel screen. In particular how to modify the Quick Access Toolbar, how to use the Status Bar to get key information quickly, how to access recently used files and how to use the Options buttons that pop up after certain operations.

Creating an Excel Spreadsheet

Learn how to construct spreadsheets quickly including the importance of AutoFill. See how to use the main calculations and functions effectively including SUM, MIN, MAX, COUNT and AVERAGE. Understand the importance of the \$ sign and how to use it to lock cell references in calculations.

Formatting Essentials

Do you know how to format your spreadsheets quickly and easily? See how Format Painter works and find out how to use conditional formatting to highlight cells depending on their content or value. Understand how rounding works and why the ROUND function is so important.

Working with Larger Spreadsheets

Let us show you the best way to view and print larger spreadsheets. Learn how to make sure that the titles appear on every page and page breaks appear where you want them.

Manipulating Text in Excel

Learn how to split up text in Excel, for example split first and second names that are in one cell into separate cells. Then see how to join text together.

Working with Lists in Excel

Learn how lists should be constructed, how to remove duplicates, how to sort and filter lists, why you need to convert lists to Tables and how to summarise them with basic Pivot Tables.

Chart Secrets

Find out how to create charts in one easy step. We will show you how to update charts quickly by adding and removing data and give you some really useful formatting tips.