

Course Description

This one day course focuses on advanced methods of data list management using Excel spreadsheets. Included in this course are the following elements:

- ◆ Pivot Tables
- ◆ Input Table
- ◆ Charts
- ◆ Hyperlinks
- ◆ Importing Text Files
- ◆ Sorting & Filtering Data
- ◆ Tracking & Reviewing Changes
- ◆ Scenarios
- ◆ Validating Data
- ◆ Auditing
- ◆ Macros
- ◆ Password & Security Issues

Who Should Attend?

Anyone who is using Excel regularly and wants to get more from it. To get the most from this course delegates should already be confident in extracting data and using simple functions

What Do I Do Now?

For a more detailed Course Outline, or to arrange an in-house course for your company, please complete our Enquiry Form, call us on 01733 567262 or e-mail us at admin@vitaltraining.co.uk