



Advanced Spreadsheets Course – Engineers Ireland

Course Aims

The aim of this course is to give candidates a comprehensive training in the specialised features of this powerful spreadsheet software, focusing on practical business applications such as:

- budgets, forecasts, etc.
- databases
- analysing statistical or numerical possibilities, presenting statistical reports, etc.

Course Content

- Review of Basic Microsoft Excel course
 - Inserting data; Inserting Formulas and Functions
 - Formatting and Editing Data; Formatting the layout of the spreadsheet
- Relative and Absolute Referencing
- Organising and Analysing data
 - Name Manager
 - Protecting your Workbook
 - Sorting Data
 - Filtering Data
- Using advanced Functions e.g.; If Function, Nested If Functions using AND/OR, VLookup, HLookup
- What-If Analysis
 - Scenario Manager
 - Goal Seek
 - Data Table
- Creating Reports
 - Subtotal
 - Consolidate Scenarios
- Linking between worksheets and workbooks
- Sharing data between Microsoft Excel and Microsoft Word
- Charts
 - Create, Edit and Format a Chart
 - Adding Chart Elements

Course Duration: 3 classes x 3 hours

Course Fee: €120 per person based on a group of 10 - 12 people with prior knowledge of basic MS Excel features.

Advanced Spreadsheets Course – Excel for Engineers

Expressions of Interest are being sought for the outlined course by Friday the 1st of February.
(9 persons minimum required to run course)

Price of €120 for non-members and €100 for members.*

Provisional dates of Thursday the 28th March, 4th and 11th of April at 6.30pm.

To express your interest in this course:

Please contact Karen Kane @ karenkane@donegalcoco.ie
(*If course is being ran a 50% deposit will be required by Friday the 8th of February with final payment 4 weeks later.)