

CPD TRAINING COURSE

MICROSOFT EXCEL FOR ENGINEERS - ADVANCED LEVEL



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INFORMATION VISIT
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Overview

This one day course is intended for participants who have intermediate skills with Microsoft Excel who want to learn more advanced skills. This course will enable participants to customise their workbooks, work with multiple data sources, collaborate with other users and enhance their spreadsheets using charts and graphic objects.

The course will also cover the advanced level of working with filters including; creating a criteria range, using comparison criteria and copying filtered records. It will also cover exporting data to other applications, importing data from text files and changing external data range properties.

Course outline

- Working with Outlines
- Using Multiple Workbooks
- Using Range Names
- Working with Tables
- Working with Advanced Filters
- Using Advanced Functions
- Advanced Charting
- Advanced Functions
- Using Templates
- Using Auditing Tools
- Using Scenarios & Goal Seeking
- Solving Problems
- Using Automatic Formatting & Styles
- Using Conditional and Custom Formats
- Working with Views
- Sharing Workbooks
- Creating/Revising PivotTables
- Using, Recording, Editing Macros
- Creating a Macro Button

Course Objectives

By the end of this course participants should be able to:

- Use outlines, range names, databases & the data form
- Use AutoFilter & advanced filters
- Work with Data Series
- Use advanced functions
- Modify charts
- Use Scenarios & Goal Seek
- Use templates, data tables & solve problems
- Use automatic formatting & styles
- Work with views, consolidate worksheets
- Create & revise PivotTables
- Use, record & edit macro

Course Prerequisites

Participants should already:

- Be using Excel on a regular basis and or
- Knowledge of Excel Introduction topics

Trainer profile

The instructor for this Excel for engineers course will be John McGrath from Productive Solutions Ltd. John has over 20 years training experience specialising in Microsoft applications and has delivered in excess of 3,000 training courses.

John's aim is to teach you more about Excel in a day than you might learn in years with software documentation or any self-help tutorial. With John's guidance you'll discover how to use Excel as it was meant to be used: as a problem-solver, a time-saver and a streamlined means to an impressive end.