

MS Excel

Very few people know how to use a PC to its full advantage. More surprisingly, there are many of us that use the same Microsoft packages every day and still do not tap into its full potential. This is why at t2, we have devised a range of courses arranged in introductory, intermediate and advanced levels allowing us to provide the most accurate and beneficial Microsoft training for each individuals ability.

course details

Course Duration

One Day (for each level)

Course Cost

£950 (per day)

Maximum Delegates

This course is designed for up to 10 delegates

Training Location

Training can be run at any venue

Participant Profile

This course is aimed at:

- Anyone who is proficient with basic Mouse, Keyboard and Windows Skills

Introduction details

Introduction

Our 'introduction' course is designed for people who need to know how to get the best from their applications from the outset. If you are new to Excel or have not used Excel in its proper capacity for creating spreadsheets, then this introduction course will get you started.

Key Topics

Participants will cover:

- Working with files
- Worksheet basics
- Using functions in formulae
- Basic charting in Excel
- Printing

Course Benefits

On completion of this course, participants will understand:

- A basic knowledge of excel spreadsheets, formulae and simple charts

Intermediate details

Intermediate

Our 'intermediate' course focuses on introducing users to more functions and formulae writing and look at the interaction between Microsoft products. This includes Excel Database Utility and some of the ways to use Wizard features in Excel.

Key Topics

Participants will cover:

- Working with lists and databases
- Linking formulae
- Using Excel wizards
- Formulae and functions
- Working with excel files, properties and templates

Course Benefits

On completion of this course, participants will understand:

- New features of Excel that will enable users to be more exploitive of Excel's facilities

Advanced details

Advanced

Our 'advanced' course focuses on introducing users to more specialist areas of Excel's functionality. We would suggest that you have a demand for the skills, as the tools are not part of most users 'everyday' Spreadsheet work.

Key Topics

Participants will cover:

- Pivot tables
- Advanced Excel tools
- Data consolidation
- Advanced chart features
- Data maps

Course Benefits

On completion of this course, participants will understand:

- An advanced knowledge of excel tools, pivot tables and data maps

client testimonial



A very good course giving a good insight into Microsoft packages. It was a worthwhile course in a friendly atmosphere providing excellent information.

Jamie Stewart, **Paradigm**

You may also be interested in...

MS Word

Designed to give participants an introduction, intermediate or advanced knowledge of Microsoft Word to enhance day-to-day capabilities.

MS Project

Designed to help you learn how to solve typical project and business problems using the planning, control and progression features of MS Project.