

### What is this course about?

This is a one day course that covers some of the more advanced features of Excel. Most users of Excel only use about 25% of the features available in the software, this course will introduce you to some of the remaining 75%!

### Who is this course for?

This course is for you if you wish to build on your knowledge of Excel to give you access to some of the more advanced capabilities of Excel.

### How can I prepare for this course?

You should be familiar with using the keyboard and mouse on your computer. A foundation knowledge of Excel is needed. If you are not comfortable with basic Excel we would suggest that you attend our 'Understanding Excel' course first.

### What does the Course cover?

More Advanced features of Excel such as:

#### **Graphs**

#### **Look Up Tables**

#### **If functions**

#### **Averages**

#### **Count**

#### **Pivot Tables**

#### **Multi-sheet workbooks**

#### **Macros**

#### **ODBC links**

To reserve your place or call for advice  
( 01432 761884

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