

### Workshop Summary

This Workshop is designed to show you how to make Excel work better for you and how to apply it to your practical business needs. This includes learning short cuts for speed.

### Who Should Attend

Those already familiar with the basic Excel editing and formatting features and needing to develop further the use of spreadsheets and carry out more advanced design procedures and calculations. For those not familiar with Excel, the Workshop 'Getting Answers with Excel' (CS6) covers the necessary material.

### Workshop Contents

- Creating and modifying templates
- Working with print areas
- Formatting worksheets
- Working with styles
- Modifying number formats
- Filtering data
- Functions: AVERAGE, MIN, MAX, DATE, NOW, PMT, IF, VLOOKUP, HLOOKUP
- Types of cell referencing
- Creating and modifying charts
- Using named ranges

### Follow Up Workshops

Advanced Excel (CS14); Storing and Retrieving Data in Access (CS10); The Internet – Making It Work for You (WW2)

*Any of our Workshops can be tailored and delivered In-Company. Contact us for more details.*

**Dates**                      On Application

**Fee**                              On Application