



Using Excel Efficiently

This course is aimed at people who are already familiar with using Excel and would like to know how to manipulate data in a more elegant and efficient way. It will be useful for those people who regularly use data generated by standard systems (e.g. Accounts, Databases, HR systems) which can run into 100s or 1000s of rows of data. If you are suffering from deluge by data then this course is for you.

Course Outline

- Linking external data sources
- Pivot Tables
- Creating Graphs
- Importing Excel data to Word and Powerpoint
- Password protection
- Filtering
- Hiding Tabs
- Emailing a worksheet
- Use of Help
- Paste Special
- Vlookup and hlookup
- Range names
- Conditional formatting
- Linking cells within a spreadsheet and other spreadsheets

Dates: Thursday 29th April for Excel 2003 and
Thursday 13th May for Excel 2007

Cost: £95 per delegate, per course

Time: 10am to 4pm

Location: Llandrindod Wells

To book a place please email andrew@dragonflysolutions.co.uk alternatively please contact Andrew Capel on 08454 584680

Payment terms

Invoice will be sent with confirmation of place(s) on course.

Full payment due 14 days before course start date.

Refund policy

Full refund if cancellation received 14 days before course start date

50% refund if cancellation received between 10 and 13 days before course start date.

No refund due if cancelled within 10 days of course, however you are free to send a different person.

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