

## MICROSOFT EXCEL ADVANCED

More and more people are choosing Microsoft Excel as the application of choice for an array of home and workplace activities. Excel's ability to store, administer, analyse, communicate and present a variety of data means that in the hands of a trained user Excel is an extremely powerful tool. Our one day workshops will give you all the knowledge you need to make Microsoft Excel work for you.

This workshop is aimed at those wishing to automate their worksheets and get to grips with some useful features at an advanced level.

### Do I need any experience?

Yes, a good working knowledge of Excel is essential.

### What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

### What will I gain from this course?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses.

### What are the specific details?

**Price** £135.00  
**Duration** One day

For the latest course information including dates, please visit our website and select 'Our Training' from the top right of the page:

[www.northbrook.ac.uk/BusinessSolutions](http://www.northbrook.ac.uk/BusinessSolutions)

### How do I enrol or get further information?

For further information, or enrolment, please contact the Business Solutions @ Northbrook team on:

☎ (01903) 606 114

✉ [business.solutions@nbc.ac.uk](mailto:business.solutions@nbc.ac.uk)

🌐 [www.northbrook.ac.uk/BusinessSolutions](http://www.northbrook.ac.uk/BusinessSolutions)

📍 Business Solutions @ Northbrook, 17 Liverpool Gardens, Worthing, West Sussex, BN11 1RY



### What will I learn on this course?

This workshop will cover:

#### Excel as a database

- > Sorting data
- > The Data Form
- > Using the AutoFilter tools
- > Creating custom filters
- > Data validation
- > Using the Advanced Filter tool
- > Summarising data using Sub-Totals and using Outlines

#### Pivot Tables and Pivot Charts

- > Creating a Pivot Table
- > Using a Pivot Table to analyse data
- > Modifying the data source for a Pivot Table
- > Changing Pivot Table formats and options
- > Adding calculated fields to a Pivot Table
- > Creating and using a Pivot Chart report

#### Using Macros

- > Recording a macro
- > Using relative and absolute references with macros
- > Running a macro from a shortcut key, a toolbar, a menu and a worksheet
- > Creating global macros