



MS EXCEL (INTERMEDIATE)

Date: 26 - 27 February 2020

Time: 09:00 AM

Venue: University of Cyberjaya, Cyberjaya

INTRODUCTION

These intermediate Microsoft Excel courses are designed for delegates who have used Excel before and want to expand their knowledge. Improving the formatting, organising data, highlighting key information and creating formulas/links between sheets.

DESIGNED FOR

Excel users with a good understanding of basic Excel and able to automate reporting with functions and formulas.

PROGRAMME OBJECTIVES

At the end of the training participants will be able to:

- Quickly summarize multiple sheets of data into one
- Turn long lists and reports into easy to read tables
- Use formulas to check whether cells pass or fail your rules
- Create links between cells so that they all update automatically
- Highlight targets, trends, duplicates and errors with Conditional Formatting
- Formatting and layout consistency by saving as a Template

YOU WILL LEARN

**FORMATTING, ORGANISING DATA,
HIGHLIGHTING KEY INFORMATION
AND CREATING FORMULAS**

WORKSHOP OUTLINE

- Working with Large Worksheets
- Working with Multiple Worksheets and Workbooks
- Working with Dates
- Conditional Formulas and Formatting
- List Management
- Documenting and Auditing
- Using Templates

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