Course Description

Grasped the basics? Take the next step
- Converting data
- Creating a data series
- Custom views
- Attaching a comment to a cell
- Detecting errors
- Evaluating formulas
- The Watch Window

Find the right function for your calculation
- Lookup functions
- Text functions
- Time calculations
- Date calculations
- Condition with AND, OR, NOT
- Nested conditions
- Conditional functions
- Array formulas
- Calculating with copied values
- Consolidation
- Financial functions
- Double entry data table

Learn some new functionality
- Goal seek
- The Solver
- Managing scenarios
- Hyperlinks
- Creating and customising a theme
- You need to know: Styles and templates
- Creating and working with templates
- Modifying and deleting templates
- You need to know: Exporting data
- Diffusing Excel data: PDF, XPS, e-mail and Web page
- Converting Excel files
- Importing data
- Updating and managing imported data
- Workbook properties

Share and collaborate effectively

- Protecting workbooks
- Protecting specific cells
- Sharing a workbook
- Tracking changes in a workbook
- Merging workbooks
- Finalising a workbook
- Digital signatures
- Creating a form
- Protecting and using a form

Find out more…

- Macros
- Versions and recovery of files
- You need to know: Customising the ribbon
- You need to know: The SharePoint site
- You need to know: Office Online and Office 365
- You need to know: Best practice with a spreadsheet application
- You need to know: Sharing a workbook