



Twyford – Excel Course

1 Day

COURSE OVERVIEW

Topics taken from Pentlands Standard Introductory, Intermediate and Advanced Excel course outlines, to create a single day course for the team.

COURSE CONTENT

From the Introductory course content:

Just a quick refresher on:

- Modifying Worksheets
- Worksheet short cuts
- Enhancing worksheet appearance
- Enhancing printed output

From the Intermediate course content:

- Creating a custom table
- Absolute cell references
- Working with a database
- Controlling the worksheet display

From the Advanced course content:

- Using multiple worksheets
- Using Logical and Lookup functions
- Manipulating text strings
- Analysing data