

DO YOU EXCEL IN EXCEL?

EXCEL ESSENTIALS

DURATION: 2 - ½ DAY SESSIONS

Overview: Do you get by with what you know but feel could do so much more with just a little bit of help? Do you feel there must be a quicker way of what you are trying to achieve? Why you receive error messages? A majority of delegates who attend constantly state that they have save hours/days by attending; guaranteed to ensure you work SMARTER rather than HARDER.

Target: This course is ideal for many categories, from self-taught or advanced user

Aims & Objectives:

- Shortcuts
- A clear understanding of working with Formulas and Functions
- Knowledge of laws of maths to enhance your calculations
- Extracting data quickly from long lists
- Creating and enhancing Charts.