



Basics	<input type="checkbox"/>
Next Steps	<input type="checkbox"/>
Further Skills	<input checked="" type="checkbox"/>



# IT Skills – Advanced Spreadsheets using Microsoft Excel

Course Code: CTO44

This advanced, hands-on course, is for experienced Microsoft Excel users who wish to further their understanding of its capabilities. Through increasingly challenging exercises, delegates learn how Microsoft Excel can be tailored to carry out specific tasks and provide management information. Delegates are also encouraged to gain autonomy in learning more about the software.

## Course at a glance

- Recap of previous skills
- Using Lookup functions
- Importing and exporting data
- Using macros to customise worksheets
- Analysing data in a worksheet
- Working with named cells and ranges
- Linking workbooks
- Templates and styles
- Using effective security and data validation
- Working with Pivot tables
- Course assessment and review

	At Brandon Training Centre	On-site
<b>Duration</b>	1 day	1 day
<b>Cost</b>	£140 + VAT	£1,600 + VAT per day for on-site trainer
<b>Minimum number of delegates</b>	1 – attending an Open Course Booking	8
<b>Maximum number of delegates</b>	20	20
<b>Certification</b>	Brandon Training Certificate with Training ID Card. Records are available to view on-line	

Note: All pricing is based on Per Delegate rates unless otherwise indicated. For more information or to book a training date, please contact the Training Team on: 01179 718 555 or [www.brandontesting.co.uk](http://www.brandontesting.co.uk)