Microsoft Excel Training

Benefits

- Master shortcuts, functions and formulas that save time and increase productivity
- Produce charts & diagrams for reports, & presentations
- Shorten workdays using recorded and programmed macros
- Find new and more efficient ways to analyse data

Excel Training - Delivering Skilled Business Improvers To Your Business

Microsoft Excel is the essential everyday application for virtually every aspect of business operation. From creating spreadsheets and writing reports to business intelligence analysis, our Excel training courses help you to process, analyse and share business critical information.

Microsoft Excel is one of the most popular tools used in today's fast paced business environment. It is used in almost every job role, across a huge range of industries including manufacturing, finance, logistics, hospitality, healthcare and engineering.

We are passionate about providing people with Microsoft Excel training. Regardless of your level of ability we can provide you with training which is suitable for you so that you can:

- Organise and manipulate your Excel data quickly and easily.

- Work more efficiently by utilising the many tools and functions available in Excel

- Be more confident so that you can take on more responsibility in your job role.

Excel Workshops

Basic to Intermediate

This workshop will take you from being a 'New' or 'Basic' User to a 'Confident User', able to create your own spreadsheets and manipulate them quickly and easily. This workshop is also perfect for anyone upgrading from Excel 2003 to 2007/10 to discover the new functionality . If you think you already know the basics, this workshop is for you.

An example of the content covered is:

- Formatting
- Paste Special

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- Basic Formula
- Sort
- Freeze Panes
- Find
- Conditional Formatting

Intermediate to Advanced

This Workshop will build on your 'Basic' knowledge and provide lots of 'time saving' formulas, functions and tips, and show you how to automate your spreadsheets, so that Excel is doing the hard work for you. If your knowledge is limited to the 'Autosum' function, this is the workshop for you.

An example of the content covered is:

- Keyboard Shortcuts
- Symbols
- Blobby (Fill Handle)
- Countif
- Named Range
- Data Validation
- Shared Workbooks
- Protect Workbooks

Advanced

This Workshop pulls together the knowledge from the above two Workshops, and will enable you to maximise your use of Excel, and enable (professional looking) reports to be set up in advance and updated at a touch of a button. If you'd like to reduce the time you spend generating reports, this is the workshop for you.

An example of the content covered is:

- Data Set Up
- If Formula
- Nested If Formula

- Vlookup
- Pivot Tables
- Pivot Charts
- Linking Files
- Macro's (Basic)

The Workshops are very informal and relaxed and aim to demonstrate the power of Excel, and how simple it can be.

Each Workshop lasts for 3 hours, includes Full User Documentation for each delegate (max. 8 delegates) and costs £370 plus £30 per delegate (exc. VAT). The Workshops are conducted at your place of work, using your computers and software.

Please contact us for more information on our Excel Workshops

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Linea is a results focused organisational excellence consultancy with a track record of delivering sustained superior performance that meets and where possible exceeds client expectations.

We combine the credentials of a top tier firm with the depth of expertise and flexibility of a niche practice to support clients in addressing their most pressing organisational issues through the provision of highly professional, innovative, customer focussed solutions which deliver expected business benefits on time every time.

With an exceptional track record of delivering multi-million pound savings for prominent Public and Private Sector clients, our Organisational Excellence approach provides the skills and capability required to support clients to maximise efficiency, improve quality and reduce cost.