



Duration: 1 day

***What you will cover
in this course:***

***Assuming you
have a basic
understanding of
Windows & Excel,
you will learn to
take advantage of
the features listed.***

Review Exercise

- Working with Multiple Sheets
- If Function

Advanced Filter

- Copy a unique range
- Use advanced filter to create criteria.

Revision Exercise 1

Pivot Tables

- Define an area using a named range.
- Group information
- Re-define a named range and refresh data.
- Move table to show different information
- Drill down to show detail
- Show or hide detail

Revision Exercise 2

More on Functions

- Naming cells and ranges
- Nested Functions
- Database Functions
- Mathematical Functions
- Look up and reference functions
- Information Functions

Revision Exercise 3

Creating Scenarios

- Use Goal Seek
- Create a scenario
- Show a scenario
- Show a summary

Revision Exercise 4

Spreadsheet Security

- Protecting a worksheet
- Locking cells
- Passwords

Creating Macros

- Record a Macro
- Short cut keys for a Macro
- Adding a Macro to a toolbar
- Creating a Macro Button
- Editing a Macro
- Using VBA to write a simple macro.
- Creating an Automatic Macro.

Revision Exercise 5

Swanston IT Ltd

111 Swanston Road
Edinburgh EH10 7DS

Tel: 0131 445 2552

Fax: 0131 445 5720

www.swanstonit.co.uk