

Improving Productivity using IT

DEVELOPING PEOPLE + MAKING BEST USE OF IT = IMPROVED BUSINESS PERFORMANCE



MasterClass: Excel 2007® Analyse and Present Data

WHY?

- SPEND **LESS TIME** AND ACHIEVE INCREDIBLE RESULTS
- SAVE TIME** BY INVESTING SOME TIME
- DISCOVER USEFUL **SHORTCUTS**
- SPEND **LESS TIME** GETTING THINGS DONE
- INCREASE YOUR PRODUCTIVITY

QUALIFICATIONS

- THE CONTENTS OF THIS MASTERCLASS HAVE BEEN MATCHED AGAINST RECOGNISED QUALIFICATIONS:
- ITQ 2009 (OCR) UNIT SS
 - NVQ BUSINESS ADMIN. (OCR) UNIT 215

HOW TO BOOK?

E: TRAINING@KAYENIGHTINGALE.COM



CREATING & MANIPULATING DATA

- INSERT DATA USING AUTOFILL
- MODIFY CELL CONTENTS AND FORMATS
- MANAGE WORKSHEETS
- NAVIGATE QUICKLY AND EASILY

FORMATTING DATA AND CONTENT

- FORMAT WORKSHEETS
- INSERT AND MODIFY ROWS/COLUMNS
- FORMAT CELLS AND CELL CONTENT

CREATING AND MODIFYING FORMULAE

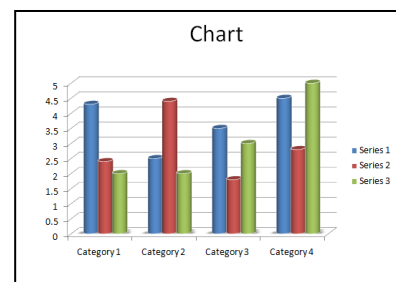
- FORMULAE AND FUNCTIONS
- RANGE NAMES
- CONDITIONAL FORMATTING

WORKING WITH VISUAL CONTENT

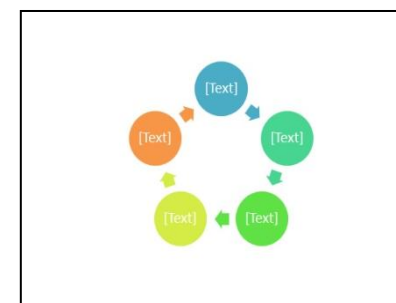
- CREATE AND FORMAT CHARTS
- CREATE SMARTART DIAGRAMS

ANALYSE DATA

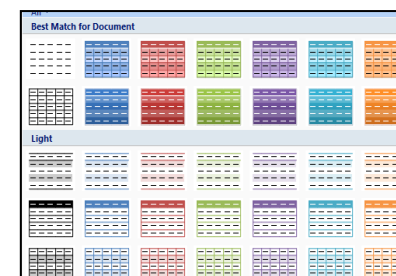
- CREATE PIVOT TABLE REPORTS
- DATA, SORT AND FILTER
- DATA, SUB-TOTALS & DATA, VALIDATION
- CREATING WORKSPACES



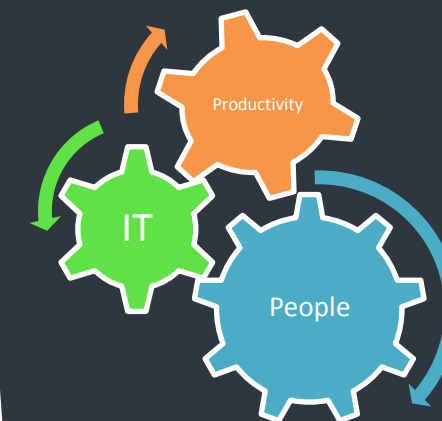
Insert Charts



SmartArt Diagrams



Insert Tables



Developing **People**
+
Making **Best use of IT**
=
Improving **Productivity using IT**

