

Technology Workshops for Business from:

ask mrs watson

Microsoft Excel

ask



## Half-day Workshop Outline – 3 hours

### The Aim of the Workshop.

This workshop is designed to give you the skills to work with Excel to benefit your business and give you a foundation to continue with further workshops should you decide that they would be of value to you.

### Benefits of attending this workshop:

- ✓ **Learning** techniques and **shortcuts** that will **reduce the time** taken to produce and analyse data.
- ✓ **Enhanced** workbook navigation skills to **get you to the information you need** quickly and efficiently.
- ✓ **Faster** and more accurate data entry, **saving time** and resources.
- ✓ **Better** reporting of **key business performance indicators** to ensure that all aspects of the business remain on track
- ✓ **Ability to** develop data analysis tools that **suit your business**

### Contents of session.

#### Fundamentals – Entering, editing and moving data

- Data formats – common issues
- Working with columns and rows
- Data copying methods
- Working with records/lists

#### Introduction to data analysis and reporting with Excel

- Applying filters
- Sorting data
- Introduction to basic pivot tables
- Printing and viewing features

#### Formula – basic operators

- Formula – translating into ‘Normalspeak’
- Automating calculations
- Using the function argument box
- Working with records/lists

#### Working with large amounts of records/data

- Grouping data
- Linking data, worksheets and workbooks
- Protecting and securing your data

#### Graphs and Charts – data presentation

- The ‘one touch’ chart
- Chart formatting

### What do I need to bring?

A laptop will be provided for you however we recommend you bring your own if you have one.

### How do I book?

Available dates and booking information have been advised in the email accompanying this outline, places are limited to 8 per session although we are of course happy to schedule further dates as courses fill up.