

**Course Title:** Practical use of MS Excel

**Course Length:** Half Day

**Available as:** Open Course / In Company

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**Course aim:**

Demonstrate how to use spreadsheets to save time in the working environment.

**Objectives:**

- To bring examples of the work they want to transfer to MS Excel
- To work on examples of spreadsheets they want to improve
- To work through tutor examples and transfer the techniques to tasks at work

**Designed for:**

- People with basic MS Excel skills
- People who process numbers in a manual way and would like help to automate some of their calculations
- People who use MS Excel in their work and want to be more efficient

**Key points:**

- Using single reference points for several calculations
- How to use pivot tables and lists of data to produce a quick report
- How to structure your spreadsheet to save time looking for information