Microsoft Excel is a complex and powerful spreadsheet program that you can use to create, edit and format professional tabled reports. It uses grid sheets that can easily create simple lists of organised data which can be made into complex linked spreadsheets utilising formulas, functions and macros.

Excel is designed to make life easier and save you huge amounts of time. The user does not need to be a mathematical genius to create powerful statistics or advanced graphs from your data, but instead letting Excel be the calculator. As with any IT application, it will only save the delegate's time if they know how to use it. Our Excel courses take them through the most essential commonly used features and help build up their confidence to master this fundamental office program.

Microsoft Excel: Introduction

Course Title: Spreadsheets Made Easy |Duration: 1 Day | Level: Introduction | Code: ITS12

One of the hardest problems users face in Excel is Percentages (Finding, Adding and Deducting). This course shows some simple steps of how to conquer this problem allowing users to create more complicated spreadsheets that they can trust and use effectively. In addition, linking spreadsheets is one of the easiest ways to improve your readable data with the introduction of some new formulas i.e. Today, Median, Mode and Absolute Cell Referencing. Delegate's confidence will quickly grow allowing them to start learning filtering and subtotal functions.

Microsoft Excel: Intermediate

Course Title: Complex Formulas | Duration: 1 Day | Level: Intermediate | Code: ITS13

This course introduces more complex features. By the end of this course delegates will be in a position to use some of Excel's most beneficial functions such as If, Sumif, Countif, And, Or, Vlookup, and Hlookup and is an introduction to using combined formulas. In addition, PCS will also look at more advanced data analysis techniques with combined formulas such as Pivot tables.

Microsoft Excel: Advanced

Course Title: Advanced |Duration: 1 Day | Level: Advanced | Code: ITS14

The previous levels of Excel introduce several very useful functions and tools, as introduced in the previous level; one single function cannot always provide you with a solution. The Masterclass focuses on how to combine the features, functions and tools of Excel together. This course is not just about integration, but several new functions will also be introduced such as Financial, Text & Date formulas. This will give the user confidence to master any formula. In addition this course also introduces Macros VBA.

*BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals
Note: So courses run effectively we ask all participants to examine the course content closely to determine which stage most suits their requirements and abilities. Pre-course questionnaires are available on request

Microsoft Excel: Introduction

Course Title: Spreadsheets Made Easy
Course Code: ITS12 | Duration: 1 Day | Level: Introduction

Course Description:
One of the hardest problems users face in Excel is Percentages (Finding, Adding and Deducting). This course shows some simple steps of how to conquer this problem allowing users to create more complicated spreadsheets that they can trust and use effectively. In addition, linking spreadsheets is one of the easiest ways to improve your readable data with the introduction of some new formulas i.e. Today, Median, Mode and Absolute Cell Referencing. Delegate's confidence will quickly grow allowing them to start learning filtering and subtotal functions.

Course Requirements:
No previous experience of Microsoft Excel is required however the delegate should have knowledge in basic computer skills.

Course Content:
- Keyboard (Function Keys / Shortcuts)
- Screen Layout (Terminology / Toolbars / Navigation)
- Formatting (Opening - Closing - Saving / Text / Columns & Rows)
- Editing (Planning / Autofill / Copy / Cut / Paste / Paste Special)
- Printing (Selection / Entire Workbook / Worksheet / Page Setup)
- Data (Sort / Filter / Subtotals)
- Basic Graphs (Bar / Area / Pie)
- Basic Formulas (+ - ÷ × / Basic Percentages / Absolute References / Averages / Dates)
- BODMAS: (2+2*2=6)
- Average / Median / Mode Formulas
- Count / CountA / CountBlank / CountIF Formulas
- Min / Max Formulas
- Today Formula
- Problem Solving Workshops
- Question and Answers

Follow On Courses:

Microsoft Excel: Intermediate
Microsoft Excel: Advanced

Additional Information:
- 100% Free Re-Sit: Within 12 months of attending the course
- Free Telephone & email support
- Exercise notes all included
- PCS Certificate of Achievement
- This Training course can also be run on request as a One to One or a Classroom Booking

*BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals

Microsoft Excel: Intermediate

Course Title: Complex Formulas
Course Code: ITS13 | Duration: 1 Day | Level: Intermediate

Course Description:
This course introduces more complex features. By the end of this course delegates will be in a position to use some of Excel's most beneficial functions such as If, Sumif, Countif, And, Or, Vlookup, and Hlookup and is an introduction to using combined formulas. In addition, PCS will also look at more advanced data analysis techniques with combined formulas such as Pivot tables.

Course Requirements:
The delegate needs to have attended the previous level of the Excel course at Pringle PCS or at least, have the equivalent working knowledge.

Course Content:
- Refresher Workshop
- Editing (Custom Fills / Conditional Formatting)
- Advanced Linking Spreadsheets (Formula Linking)
- Data (Pivot Tables / Custom Filtering / Subtotals / Validation / Lists / Protection)
- Formulas (IF Statements / CountIF & SumIF / Vlookup / Hlookup)
- Nested IFs: =IF(A1=1,"Yes",IF(A1=2,"No",IF(A1=3,"Good",IF(A1=4,"Bad","Naughty"))))
- AND / OR Formulas
- What IF Analysis (Goal Seek / Scenario Manager)
- PMT (Repayment of a Loan)
- Introduction to Combined Formulas
- Text Formulas (Len / Left / Right / Mid / Find / Proper / Upper / Lower)
- Introduction to Combined Text Formulas: =Proper(Left(D1,1)&" "&Right(D1,Len(D1)-Find(" ",d1,1)))
- Problem Solving Workshops
- Question and Answers

Follow On Courses:

Microsoft Excel: Advanced

Microsoft Excel: Masterclass

Additional Information:
- 100% Free Re-Sit: Within 12 months of attending the course
- Free Telephone & email support
- Exercise notes all included
- PCS Certificate of Achievement
- This Training course can also be run on request as a One to One or a Classroom Booking

*BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals

Microsoft Excel: Advanced

Course Title: Excel Advanced
Course Code: ITS14 | Duration: 1 Day | Level: Advanced

Course Description:
The previous levels of Excel introduce several very useful functions and tools, as introduced in the previous level; one single function cannot always provide you with a solution. The Masterclass focuses on how to combine the features, functions and tools of Excel together. This course is not just about integration, but several new functions will also be introduced such as Financial, Text & Date formulas. This will give the user confidence to master any formula. In addition this course also introduces Macros VBA.

Course Requirements
The delegate needs to have attended the previous level of the Excel course at Pringle PCS or at least, have the equivalent working knowledge.

Course Content:
- Refresher Workshop
- Date Formulas (Day / Month / Year / WeekDay / WeekNum)
- Combined Advanced Formulas (IF / AND / OR / V & H Lookup Combined)
- Problem Solving Exercises (The Solver / Utilising / Complex Formulas)
- Introduction to Macros VBA (Recording, Editing, Running Macros / Understanding VBA / Rem Statements)
- Advanced Customising Of Excel (Toolbars / Menus)
- Advanced Formatting (Templates / Consolidating Data / Track Changes / Auditing)
- Forms / Dropdown Lists / Tick Boxes / Spinners
- Date Formulas (Day / Month / Year / Weekday / WeekNum)
- Combined Date Formulas: =IF(WeekDay(A1,2)<=5,"Work","Play")
- Advanced Combined Text Formulas (Len / Left / Right / Mid / Find / Proper / Upper / Lower)
- Problem Solving Workshops
- Question and Answers

Follow On Courses:

Microsoft Excel: Masterclass

Additional Information:
- 100% Free Re-Sit: Within 12 months of attending the course
- Free Telephone & email support
- Exercise notes all included
- PCS Certificate of Achievement
- This Training course can also be run on request as a One to One or a Classroom Booking

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