

Microsoft Excel Intermediate 0.5 day

This half day workshop is designed for healthcare professionals who have a basic understanding of Excel and it guides them through more of the practical features that they can use Excel to provide quality patient care within their health care practice. We also deliver a half day Introduction to Microsoft Excel, and an Advanced Microsoft Excel course, either of which can be combined to make a full day course.

NB. This session includes input via PowerPoint Slides and live demonstrations, and delegates can bring their own laptops and after each topic have hands-on experience with set exercises.

**Workshop Aim:**

The aim of this workshop is to give you the skills to make more effective utilisation of Microsoft Excel.

**Workshop Outline:**

Further Formulae and Functions:

* the AutoSum, Max, Min, Average and Count Functions
* Insert Function
* Introduction to the IF function (SUMIF, COUNTIF, COUNTBLANKIF, AVERAGEIF)
* Introduction to the VLOOKUP function
* Calculate dates with NOW and TODAY functions

Worksheets:

* Insert, copy, delete and move Worksheets
* Renaming Worksheets / Applying tab colours

Working with Data

* Data Validation / Named Ranges
* Inserting Tables / Converting Text to Columns
* Clipboard

Working on larger spreadsheets:

* Using zoom control
* Apply Freeze Panes
* Print titles /Set print areas/print selection
* Insert, edit, view and print Comments
* Headers and Footers
* Quick Access Toolbar

Q&A

3 guided learning hours

3 CPD Points