



MS Excel Training

‘This Flows From Intermediate to Advanced Application’

This is a 3-day specialised course from RISC – This course can also be designed bespoke to your needs, and delivered on site at a location of your choice for up to 10 people in class.

Prior knowledge - To get maximum benefit from this course you should already:

- Know the difference between a worksheet and workbook;
- Know how to add, move between, rename and delete worksheets within a workbook;
- Know how to select, move between, cut, paste and delete cells, columns and rows;
- Be able to write basic formulae in individual cells (e.g. =A1+B1, =C1*C2);
- Understand the basic use of '+', '-', '*', '/' and brackets;
- Know how to open, save, close and find workbooks on a hard drive, in a cloud or on a flash drive.

(If you need the above content to be a prior 1-day course, RISC can offer that option too)

The first two days of the course will include:

- Excel limitations and capacity;
- Data types and formatting them correctly;
- Sorting and Filtering;
- Data validation;
- Dealing with dates and times;
- Using the IF function;
- Conditional formatting;
- Advanced formulae;
- Absolute v Relative References;
- Using COUNTIF and SUMIF functions;
- Frequency tables;
- Using Pivot tables;
- Using VLOOKUP and HLOOKUP functions;
- Using INDEX and MATCH functions;
- Importing text files;
- Text to columns;
- Basic charting.

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Day 3 – The use of statistics and visual display options:

- The uses and limitations of Mean, Median and Mode;
- Probability;
- Standard Deviation;
- Chi squared;
- Linear regression;
- Charting your results;
- Creating a dashboard.

If you host your own course, you can choose duration and content to suit your needs on a pick and mix basis. Please contact RISC via the details at the foot of this page to discuss your exact requirements.



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