

## **Excel – Advanced/Tips, Tricks & Shortcuts**

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### **½ Day [3hrs] Hands On Training Course**

Designed for **experienced users** of Excel this session jumps straight into more advanced tools in Excel as well as **MUST** know tips, tricks and shortcuts.

### **Requirements**

This session is best run hands on with participants utilising a computer

### **Topics:**

- Top Tips and Shortcuts
- IF Functions – SUMIF, COUNTIF
- Tools & functions to “tidy up” imported text including Text to Columns, Concatenate, Trim
- 3 Dimensional formulas
- Data consolidation
- Pivot Tables
- Protection
- Macros