

Microsoft Excel – Managing Large Spreadsheets

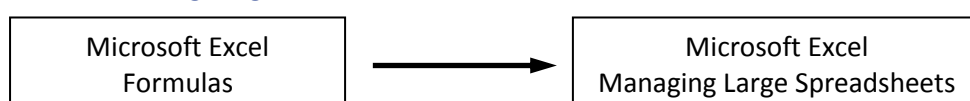
Audience

This course is for individuals who deal with large spreadsheets. It is also aimed at those who wish to enhance their understanding of Excel features to enable them to manage spreadsheets efficiently.

Duration

2 hours

Prior Learning Segment



You must be able to navigate efficiently within Microsoft Excel and have the skills stated in the learning outcomes for Ripped Orange's Microsoft Excel - Formulas course.

Learning Scenario

All courses at Ripped Orange follow a real life scenario to assist in the learning process. During this course you will be assigned as an employee of a fictitious company.

Key Learnings

- Navigation tips and tricks
- Utilising named ranges
- Inserting hyperlinks
- Print settings
- Creating subtotals
- Review formula writing
- Useful functions and linking cells

Learning Outcome(s)

At the end of the course you will have the knowledge necessary to develop skills with Microsoft Excel enabling you to produce spreadsheets in an efficient, timely and consistent manner. You will have the required base knowledge to enable you to progress your learning with Microsoft Excel.

Next Learning Segment

